App. F. IX-4

P 102 F

PRESERVED

Previous References

1935-6

(87.)

File No. 33-35

Serial Nos. 169

Later References.

87.353-39(1-2)

G 7 12-40-113, 140.

G.F 91-42 (1-2)

G. F. 94-43(1-2)

Pruned

GENERAL AND REVENUE SECRETARIAT.

G 7 12-44(120+121)

G 7 263-44 (104)

GF 91-47(1-2)

Serial Nos. Nil

Part B for April 1940.

SUBJECT.

Formation of Local Auxiliary Civic Guards

(9) To the Comptroller & Auditor General.

WD 0573—GPB—22,500—12-9-39

No. 7906/75-6 of 27/4/1940.

I have the honour to forward herewith a copy of Local Auxiliary Civic Guards

A.R. Weber

16/5/40

G.T. 133-35=1

In reply please quote reference to No. 568/Es.

OFFICE OF THE COMPTROLLER TO THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE,

Bangalore, dated 1st November *1935*

FINANCIAL SECTION 1880 5 NOV. 1935 GENL. BRANCH

FINANCE 4 NOV. No.

FROM

A. N. RAGHAVACHAR, Esq.,
Comptroller to the Government of His Highness the Maharaja of Mysore, Bangalore.

To

S. Shamanna, Esq., B.A.,
Financial Secretary to Government
of Mysore, Bangalore.

SIR,

I have the honor to invite reference to G.O.No.Fl.9234-6.G.F. 241-33 dated 25/26th June 1935 directing that the post of Assistant Comptroller, Krishnarajasagara Works, be continued till the end of December'35 and to state that as already explained in my letters No.573 dated 11-12-34 and 9/Camp.Spl.dated 14-6-35 the work of this office in certain Sections is in arrears and adequate and proper supervision over work as required by the Codal Rules cannot be arranged for with a reduced Gazetted Staff owing to gradual increase of work allotted to the several Gazetted Officers. This fact is again brought to my notice in the inspection memoes submitted by the Government of India Accountant who is now inspecting the work of this office. I would therefore request sanction of Government to the continuance of the post of Assistant Comptroller, Krishnarajasagara , for at least another six more months, i.e., till the end of June 1936, when the position will be reviewed with reference to the reports of the Government of India Accountant and the then state of work. Every endeavour will be made to meet the cost of the continuance of the appointment from the sanctioned grant of this Department by reappropriation.

I have the honor to be,
S i r,
Your most obedient servant,
A. N. Raghavachar
Comptroller.

Please see Fl Secy's note of 18.6.35 in G.A. file

H.A.

Continuance of the Temporary Asst. Comptr
& K.R.S Works

Serial No.

A

2 File No 241-34-3. The Govt of India Inspection Office has just begun its Inspection Work.

3 The proposal, as it appears from the terms of the Comptr's letter is to continue an appointment, sanctioned temporarily for a specific purpose, for the current work of the Office, even after the cessation of the said purpose. Even then, it leaves one in doubt ~~what~~ how the continuance for another 6 months is likely to serve out the increase in office work, which that increase is said to be a staying factor.

~~May the Inspection Office be completed and the proposal turned subject to 'A' & D.O.~~

4 The Comptroller's recommendation to the continuance of the temporary post for another 6 months may be sanctioned in the circumstances stated.

T9/XI

Jt: Secy

WS
T9/11

I am afraid that there is

NOTE—Contn Sheet.

WD 03594—GPB—30,000—1935

1880 3

File No. of 193 | General and Revenue Secretariat

20 NOV. 1935 No. 2600

no justification to continue this temporary appointment beyond December 1935. It was sanctioned specially for the Irwin Canal Works & the Bangalore Water Works.

6) If the Comptroller can make out a case that the ordinary work of his office requires an Extra Office, this appointment can be revived at any moment.

7) The proposal has to be negatived

Dewan)

19.11.35.

20/11/35

8) MR
20-11-35.

21/11/35

9) Drafts put up
22/11

10) Issue
22/11/35.

: NOV. 1935 :
G. & REV. SECTT.

Sl: 2. HW: HL: 4360 Dt: 6.11.35:

To the Comptroller

Sir/Madam,

I am directed to inform you that it is not considered necessary to continue the post of Asst: Comptr: to H.R.S. works beyond the end of December 1935.

I am,
Sir/Madam,
Your obedient servant,
for Secretary to Government.

General and Revenue Secretariat | File No. | of 193 . | [App. F. III—2

Serial No. 3

Letter No.Es 765 dated 11th December 1935 from the Comptroller.

11. Reference paras 5 to 8 of the Notes.

12. In this office letter No.F1 4360 dated 26th November 1935, the Comptroller was informed that it was considered not necessary to continue the post of Assistant Comptroller, Krishnarajasagara works beyond the end of December 1935. The Comptroller now brings to notice the need for an extra officer for his office and requests sanction of Government to the addition of a temporary post of an Assistant Comptroller. His letter explains the present distribution of work of the Gazetted staff and the need for an extra officer, rather the need for the retention of the existing temporary officer. From the distribution of work of the Gazetted staff, it is seen that the temporary officer sanctioned for the Krishnaraja sagar works audit has been in charge of the K R S audit, Pensions section and one of the T A D sections. If the post of the temporary officer, which has been in existence during the last eight years, is abolished, it appears not possible to distribute the work which this officer was doing, among the other officers.

13. The Comptroller's recommendation is for orders. The period for which the post of extra officer has to be sanctioned has not been mentioned by the Comptroller and the latter officer states that he will submit a detailed report soon after the present inspection of the Government of India Accountant is completed.

14. While recommending the continuance of the temporary

NOTE—Contn Sheet.

WD 03594—GPB—30,000—13-7-35

5

2488/FC

File No. of 193 | General and Revenue Secretariat

post till the end of December 1935, the Financial Secretary observed as follows(Vide his note dated 18th June 1935 in G F file 241-34-4):--

" I am afraid that it would be not correct to continue it after the completion of the Bangalore water works or to recognise that the ordinary work of the office has increased to such an extent as to require the permanent continuance of this officer. I think that the appointment may be continued till the end of December 1935 and all work in arrears required to be completed before then. The Government of India Inspecting officer whom we are expecting, may be required to state if the further continuance of this officer is necessary".

15. Now that the Government of India Accountant is examining the work of the Comptroller's office, he may perhaps be asked to review the position and give his opinion as regards the need for an extra officer. In the meanwhile, an extra officer may perhaps be sanctioned for six months, the Comptroller being asked to meet the cost by reaprropriation.

A

DEWAN'S OFFICE 23 DEC. 1935 No. C 154

A.

13-12-35

16 A. may perhaps be approved.

Dewan) (FC Lacy) 13/12/35.

22/12

23/12/35

19 MR

23-12-35

24/12/35.

Serial No.

Draft Govt order is submitted for approval.

24.12.35

Issue
24/12/35

TYPING SECTION
26. DEC. 19
GENL & F

No Fl 5421 dy 30.12.35 to the Comptr sanctions the Continuance of the A.C's post- the June 36, the Ord. being met by Lapsing- vacancies & the strength of the Ratified Staff being examined by the Spl. Officer.

No 1440/En dy 8.5.36 from the Comptr forwards the Inspecting Officers' memo on the strength of the Comptr's office gazetted staff, and requests sanction to the permanent Continuance of the temporary post of Asst Comptr, which is due to expire by the end of June 1936.

The Controller's arguments for increasing the permanent gazetted staff by converting the existing temporary post into a permanent one may be broadly classified under two heads:-

(1) The growth of work in the Audit office.

(2) Creation of Scope for Subordinate

WD 03594—GPB—30,000—18-7-35

7

File No. of 193 | General and Revenue Secretariat

Accts Service officers to get into Gazetted ranks, to remove discontent. Growth of work.

VS It has to be remembered that this temporary post of Asst. Comptr was sanctioned exclusively for the Irwin Canal & Bangalore Water Works as stated in Para 5 above. With the conclusion of these works, the post should also cease to exist. This view is founded on fact & there is no disputing it.

Any Opportunity is however sought to be taken now to make this post permanent for increased work. On this aspect of the question, the Spl Officer's Memo does not point to a definite Conclusion that one more permanent Gazetted post is necessary.

VS The Comptroller strongly recommends that the temporary post of Asst: Comptroller may be continued permanently.

VS In the present financial condition, it is not desirable to sanction permanent additions to recurring expenditure. The post

5-150/Fl

8

may perhaps be continued for another year or two for the present.

For orders.

27 Fl Secy) 12/6/36.

28 The Govt. of India accountant considers that the temporary asstt comp should be continued permanently and that there is sufficient work for all the offrs now working & in the interests of work this recommendation may be accepted

Dewan)

1576.

16.6.36

29. 16-6-36

18.6.36

30. Draft put up.

This involves a permanent addition & gazetted staff & it is for orders if it is not to be treated as a Council matter case C.V. of the schedule.

If so, it may perhaps be disposed of by Circular.

31/ Seems to be council matter

Fl Secy 22.6.36

22/6

32 Ch Secy). with compliments

22/6

NOTE—Contn. Sheet.

C.B.

DEWAN'S OFFICE 16 JUNE 1936 No. 7720

9

For Disposal by Circulation

No. C. 349

91935-1936

GENERAL AND REVENUE SECRETARIAT

Council Matter

Subject

Proposal of the Comptroller to Government to make a temporary post of Assistant Comptroller permanent.

Circulated to the Members of Council

By Order,

24th June 1936

Chief Secretary to Government.

First Member of Council

Second Member of Council

9995/25/6

Fin. Secy with Compliments

27-6-36

General and Revenue Secretariat.

File No. 138 of 1936

[App. F. III-2

DEWAN'S OFFICE
1 JULY 1936
No. 5

37 D.S.N. Subs.

38 H Secy

Dewan 39

NOTE—Contn. Sheet.

9/7/36.

11

Final Note by the First Member of Council.

Subject.—

Addition of one Assistant Comptroller to the permanent Gazetted Staff of the Comptroller's Office.

(2) Excluding the Comptroller, the Gazetted Staff of the Comptroller's Office consisted of six Assistant Comptrollers and one Deputy Comptroller. Of these, two Assistant Comptrollers are exclusively engaged on Local Audit and Inspection work, leaving only five officers including the Deputy Comptroller for detailed supervision of the various sections of the Comptroller's Office.

(1) In December 1935, the Comptroller represented that with increased work all round he was finding it hard to carry on the work and wanted one more Assistant Comptroller to be added to the permanent strength. It was urged that by this arrangement the Comptroller could divest himself of much of the routine duties and devote more time to Higher Audit work and a systematic advisory work in connection with Railway Audit and other matters.

(2) Government in their order dated the 30th December 1935 sanctioned the entertainment of an Assistant Comptroller as a temporary measure for six months from the 1st January 1936 and ordered that the adequacy of the strength of the Gazetted Staff be examined closely by the Government of India Accountant, who was then reviewing the work of the Comptroller's Office. It might be stated that an additional appointment of temporary Assistant Comptroller had been in existence from September 1927 to the end of December 1935 in connection with the Irwin Canal Works and Chamarajendra Water Works.

(3) The Comptroller has submitted the report of the Accountant of the Government of India. The Accountant has reviewed the work of every one of the Gazetted Officers according to the existing distribution of work and concluded that the charge of each Gazetted

Officer

C. 369

(E. N.—contn.)

12

Officer is too heavy. He has made a comparison with the volume of each charge under a Gazetted Officer in the British Indian Audit Offices and recommends that in the interests of efficiency one more Assistant Comptroller be appointed raising the permanent strength to seven instead of six Assistant Comptrollers.

(11) The recommendation, which is agreed to by the Members of Council, may be graciously sanctioned.

Bangalore,
7th July 1936.

MEMBER OF COUNCIL.

OFFICE OF THE
SECOND MEMBER OF COUNCIL.
8 AUG. 1936
No. 978

U/S
Sanction to Mr Highams
21-6-36
Highams) U/S
Chief
8/8
2nd member) 47
8/8
4 & Rly
8/8/36.
(1) Fin. Secy)
10/8
11/8

Addition of one Asst Comptr to the permanent Gazetted Staff of the Comptr's office 13

General & Revenue Secretariat.

File No. 133 of 1935

[App. F. III–2

Serial No.

5 Draft put up. On issue the file will be put up again for action on other points.

Issue MW 11/8

6 No. Fe 1070 dt 13.8.36. to the Comptr, ~~Madras~~ Karnataka. Addition of one Asst. Comptr.

5 The file may, if approved, be now sent to the Comptroller with reference to the concluding para of his letter dt 8.5.36 for remarks on the suggestions of the Govt of India Accountant ~~Genl~~ as to which of them may be adopted & which not.

5 Comptroller with compliments

584 ES 2/9/36

TYPING SECTION 11 AUG. 1936 GENL & REV. SECTT.

COMPTROLLER'S OFFICE 235/SpC 1 SEP 1936 BANGALORE.

FINANCE SECRETARY 19 OCT 1936 No.

453/E.S. dated 8th October 1936.

5 Returned with compliments.

5 The important point raised by the Government of India Accountant as referred to in the concluding para of my letter dated 8-5-1936 is the inadequacy of two officers for local inspection work. In para 4 of my letter No.E.S.765 dated 11-12-1935 I have already mentioned that the local inspection work has become too heavy for the officers due to the addition of several offices to the list of those subject to local audit inspection. The main proposal of the

NOTE—Contn. Sheet.

Govt.

File No. of 193 . | General and Revenue Secretariat

Government of India Accountant in this connection is that the local inspection of smaller offices Sub Divisions and taluk treasuries may be entrusted to Senior Superintendents who may be technically regarded as practically the equivalent of Gazetted officers for this purpose. In his inspection memos Nos.69 and 70 (Copies of which I have already submitted to Government with my letter dated 8-5-1936 under disposal) and No.68 dated 24-2-1936 (copy enclosed) the Government of India Accountant has also suggested increasing the strength of local audit staff and grouping of local audit work by Districts instead of by items of work as at present, so that efficiency of local audit may be improved so as to admit reduction in the extent of Gazetted supervision. For Public Works and Treasury Inspections he has suggested division of work between the Gazetted officer and a senior superintendent. His proposals as regards staff requirements in this connection are

(1) For local audit and outside audit - permanent increase of local audit staff to 39 (as against the present strength of 24 permanent and 6 temporary hands) and increasing the status of 13 accountants to that of Superintendents with a minimum pay of Rs.120/- and a separate cadre for them

(2) For P.W. and Treasury Inspections - addition of 1 Superintendent, 1 accountant and 2 clerks.

6. I agree with the Government of India Accountant as regards the necessity to improve the efficiency of local audit and inspection to avoid hurried or perfunctory audits or inspections and the accumulation of arrears there and to complete the inspectons annually

^ page 3 para 4 of the Accountant's note

R

Comptroller's Office | File No. of 193

Serial No.

annually as laid down by the rules and well in time. It is also desirable that ~~one~~ our systematic programme of inspections should be so regulated as to permit of a small amount of reserve time for special investigations. I am however not sure that our finances are at present in a position to warrant such considerable additions to the staff as those recommended by the Government of India Accountant. I am therefore suggesting for the consideration of Government, the following important modifications as an alternative to the proposals to secure efficient and systematic results in local inspection.

(1) The grouping of local audit will be carried out farther than recommended, by bringing under one senior first grade superintendent the local auditors doing industrial audit, local audit, and outside audit work in a particular area.

(2) There will be only three groups stationed at Bangalore, Mysore and Shimoga as their head-quarters each being under the supervision of one first grade superintendent. The existing local audit staff will be distributed between these groups suitably and by adjustment

(3) Work will be managed without engaging fresh first grade superintendents by posting existing senior men to the charge of these three groups.

(4) The local audit staff stationed at Mysore and Shimoga may be permitted to draw the usual allowance of 20% of pay without being subjected to the maximum of Rs. 30/- prescribed in the retrenchment orders

Note- Contn. Sheet.

Serial No.

orders of October 1931 as this is a Malnad, getting travelling allowance less deputation allowance only when working outside their respective head quarters. This arrangement will also result in securing savings under Travelling Allowance charges.

(5) The first grade superintendents in each group will do no original work except in the case of Industrial audit, the verification of Balance sheet etc., the vouching of journal entries and the review of schedules of balances, stock sheets are invariably done by these superintendents at present in addition to other original work. They will all be senior men. They will supervise the work of their whole group, arrange for work in casual vacancies they will tour in their group for at least 10 days in a month inspect one taluk treasury, at least 2 minor Municipalities one P.W. or Forest Sub Division and one minor Industrial audit institution (if any) each month. They will issue their own inspection reports and audit reports of such of the minor municipalities as are entrusted to their inspection during the year and all village panchayet audit reports under their own signature, referring all important matters involving procedure or financial losses or principles to the respective Gazetted officers. Copies of the Superintendent's inspection reports will also be sent to the concerned officers for perusal and for keeping in touch with the work. Annually the programmes will be so arranged that the offices inspected by the superintendents in one year will be inspected by the officers in the next or subsequent

COM 50 N.I. 000 28-3-34

Comptroller's Office | File No. | of 193

Serial No.

subsequent years and the Gazetted Officers' responsibility for efficient work and continuity of policy will thus be maintained. At their Head-quarters they will supervise the audit of all the institutions where local audit is being conducted.

60 3. I further recommend that to begin with we will have this arrangement with only one group stationed at Shimoga all the institutions in Shimoga and Chitaldrug Districts coming under this group. This group will consist of two accountants and two clerks besides the superintendent. One superintendent and one accountant will be taken from I.A.D. and one accountant and one accounts clerk from L.A.D. Thus only one extra accounts clerk is needed. The staff other than the superintendent will be grouped into two batches, One accountant and one accounts clerk each. These two sets will both have a small amount of spare time after finishing the work they have now to do in these two districts and ~~their~~ this spare time could be utilised by the Superintendent taking one of them to assist him during inspection of a taluk treasury or sub division.

61 4. The extra cost due to this will be only one more accounts clerk at an average cost of Rs.48.5 per month or Rs.582 in a full year Rs.210/- (30 x 7) only being required for the current year assuming the scheme could be given effect to from 1-11-1936. To the extent to which the 1st grade superintendent inspects the minor municipalities half the cost of pay and T.A. for that period will be debited to the apportionable cost among the local bodies. I expect

Note—Contn. Sheet.

also

18

File No. of 193 | Comptroller's Office

Serial No.

also some saving in T.A. charges under this arrangement even after meeting the T.A. of the Superintendent. - On the whole the extra cost per annum may be taken only at Rs.124 as follows:-

Extra cost due to one accounts clerk	F 582/-	
Deduct amount debited to Local Bodies. (taking 1/8 of the Superintendent's pay and T.A. i.e., 1/2 of 1/4 of his time which is assumed to be devoted to Municipalities - 1/8 (221.5 plus 50)x 12	or 408	
Net savings in T.A. charges per annum	50	458
Net extra cost.		Rs.124

62 5. This extra cost which works out to about Rs.10/- per month is negligible compared to the large increase to the number of offices inspected each year and the securing of better coordination and supervision of the work of all the auditors engaged in the several kinds of local audit at present, expected under the new arrangement. This small sum could be met from the sanctioned grants of my office without asking for any extra grant.

63 6. After this scheme is tested at Shimoga for a year I will make a further report before recommending its extension to Bangalore and Mysore.

64 7. I request orders on the proposals detailed above.

COMPTROLLER

aa
10/10

KR

P.T.O.

COM.50:N.1,000.28-3-34

Serial No.

Refer. Paras 50 to 54. of note above.

65 The proposal of the Compte is in brief, that the whole Local audit be divided into 3 groups, each headquarters at Bangalore, Shimoga & Mysore. each group being under a Senior I.S.E. Grade Supdt. to begin with, and as an experiment, the arrangement may be commenced in Shimoga Dt, all the institutions in the Chitaldrug District Coming under this group, which will be under the supervision of a Superintendent of the Comptr's office. Besides this normal work, the staff will do the inspection of a Taluk Treasury or Sub Division. Grant of 20% of pay in lieu of D.A to each of the staff, subject without the restriction of maximum of Rs. 30.

66 One more Accts clerk to be permitted - Some saving in T.A charges are also expected.

67 This arrangement seems to be a well-calculated one & the proposals

NOTE—Contn. Sheet.

WD 0417--GPB—30,000-8-9-36

20

5150/75

File No. 123 of 193 — General and Revenue Secretariat

Serial No.

of the Committee to Constitute a Branch at Shimoga in the first instance may perhaps be agreed as an experiment for a Year, subject however to the Condition that

a) the restriction to the maximum of Rs. 30 or 20 /- p. pay & allowance should be observed

b) that the additional Assistants asked for should be found from among the existing strength of the Committee Office.

Submitted for orders.

H Secy 29/10

DK 28/x MM

Formation of Local Audit Circles.

Serial No.

69 Formation of Local Audit Circles.

The formation of Local Audit Circles at important centres of the State has been under the consideration of the Accounts and Financial departments from a very long time. In October 1936, I, as Comptroller, submitted certain proposals in the matter. The question was subsequently discussed by me with Mr. S. Shamanna, on several occasions, and there was general agreement that the proposal was desirable.

70 It has been recognised all round that all possible steps will have to be taken to improve the efficiency and integrity of Local and outside audits to secure as continuous and thorough an examination as is practicable, of the initial cash and stores accounts in departmental offices which is more valuable than a mere voucher-audit of expenditure in the Central Office. At present, one Assistant Comptroller is in charge of the Local Audit Group, and another Assistant Comptroller is in charge of the Industrial Audit (in addition to the charge of some sections of the Comptroller's office). Another officer is solely attending to the Inspections of the Public Works and Forest divisions and Treasuries. All of them have jurisdiction throughout the State. In Madras and elsewhere suitable circles have been formed at convenient centres, and the formation of such circles is desirable, since this arrangement will make available at all times a

NOTE—Contn. Sheet.

WD 01955—GPB—22,500—12-6-34

Formation of Local Audit Circles

51/37

File No. 133 of 1936 — General and Revenue Secretariat

larger number of officers and officials to deal with all classes of local audit, instead of having water-tight compartments as at present. The Gazetted Officer posted to each circle will have a smaller area to deal with and can conduct inspections and can review the work of the Audit Staff more efficiently.

11. I think that we can have three Local Audit Circles at Bangalore, Mysore and ~~Bhadravathi~~ Shimoga and one Assistant Comptroller may be posted for the charge of each circle. The Deputy Comptroller, with the assistance of two senior Superintendents recently sanctioned (one for I.A.D. and another for L.A.D.) will be required to supervise the work of these Local Audit Circles and to issue suitable instructions to secure efficient and uniform audit, prompt disposal of Audit reports etc., To enable him to attend to this work, he may be relieved of a portion of the routine charge now entrusted to him.

12. If approved, the Comptroller will be asked to work out details, and submit suitable proposals regarding the distribution of work among the three circles by districts, redistribution of work among the Gazetted officers, etc.

P 11.8 9.8.39

SECOND MEMBER.

FIRST MEMBER. 12/8/39

DEWAN.

FC 14.8 12-8-37

Put up draft letter herewith

15.8.37

OFFICE OF SECOND MEMBER OF COUNCIL 10 AUG. 1939 No. 1007

OFFICE OF THE FIRST MEMBER OF COUNCIL AUG 11 1939 No. 1442

DEWAN'S OFFICE 12 AUG. 1939 No. 1180

Formation of Local Audit Circles

General and Revenue Secretariat. | File No. 133 51/4 of 1935 | [App. F. III-2

Serial No.

77 Draft put up.
16/8
17/8
78 Issue
17.8.35

7. No. Fe 1036 dt 22.8.39 to the Comptr
Calls for proposals re distribution of work
among 3 local audit Circles proposed to
be constituted & re distribution of work
among the gazetted officers.

2/6

From the Comptroller
No 1223 Es dt 15.3.1940
submitting detailed proposals
re. formation of Local Audit
Circles

80 The Comptroller sees the
necessity for and appreciates
the value of Constituting of
Audit Circles proposed.

81 The allocation of the 9 Districts
among the three proposed Audit
Circles shown in para 3 of the
letter may be agreed to for the
present.

82 Control of circles The proposal

NOTE-Contn. Sheet.

Serial No.

that each audit Circle may be placed in charge of an Asst. Comptroller and that all review of audit work in respect of all kinds of Institutions as also review of Inspection of P.W. and Forest Divisions and Treasuries in his circle are to be attended to by him, is in accordance with the intentions of Govt. and may be accepted

Extent and Scope of Deputy Comptroller's Supervision and Control

It was proposed in this Office letter D/ 22.8.1939 that the Deputy Comptroller may be required to supervise the work of these Local Audit Circles and to issue suitable instructions to secure efficient and uniform audit and prompt disposal of audit reports, he being relieved of a portion of the routine charge now entrusted to him.

Serial No.

84 While agreeing with this proposal the Comptroller suggests that the

a) Deputy Comptroller need not be entrusted with the whole time duty of reviewing and supervising the Inspection Reports of the Audit Circles

b) that only serious irregularities brought to light in Inspection Reports and other general ~~principles~~ questions involving principles of accounting and audit be submitted to the Deputy Comptroller for his remarks and orders.

c) that the Deputy Comptroller may however be entrusted with the duty of watching and expediting the progress of audit in the various circles and of keeping the work current.

85 These suggestions may be agreed to in the view that Asst. Comptrollers in charge of the Audit circles are also responsible gazetted Officers and can be entrusted ~~independently~~ with the work of reviewing the audit work and issuing audit reports. In fact they are said

NOTE—Contn. Sheet.

Serial No.

to be done so at present.

Staff. The additional Staff asked for is as follows:

1 Asst. Comptroller	Rs	250 · 20 · 350
4 Accountants	"	60 · 10/2 · 100
2 Accounts clerks	"	30 · 5/2 · 60
2 menials		10 · 1/2 · 14.

~~1~~ Asst. Comptroller

3 The gazetted post is stated to be required for the ~~to~~ gazetted charge of certain sections in Central Office which are now under an Officer who is proposed for a Local Audit Circle and also for certain routine items of work of the which the Deputy Comptroller will be relieved. 3

Accountants.

4 Of the 4 Accountants asked for one is meant for the Shimoga circle owing to the expansion of the ~~activities~~ Industrial activities in ~~the~~ Bhadravathi. ~~Strength~~. The need for this ~~2nd~~ post has also been explained by the Comptroller in the linked file. It is said that in fact a post has been sanctioned for this

Serial No.

purpose from the Lump Sum grant for the last 8 months. This post may therefore be sanctioned.

Another Accountants' post is asked for for assisting the Deputy Comptroller in his new work. The Suggestion in this Office letter dt. 22.8.1939 was that the Deputy Comptroller was to have the assistance of two Senior Superintendents (one of the I.A.D. and the other of the L.A.D.) The Comptroller has proposed one Senior Superintendent each for the Bangalore and Mysore Circles and one Senior Superintendent only for assisting the Deputy Comptroller. He considers that Senior Superintendents are necessary in the two Circles of Bangalore and Mysore where there are Major Industrial concerns. He therefore ~~requests~~ proposes ~~the post~~ an Accountant for assisting the Deputy Comptroller in place of a Superintendent. This post too may therefore be sanctioned. The other two posts of Accountants are asked for on general grounds of increased (effected) work all round owing to the formation of Audit circles. The sanction to these two posts may perhaps be deferred for the present.

NOTE—Contn. Sheet.

Serial No.

Accounts clerks. The two posts asked for are for the Mysore and Shimoga Circles and seem to be necessary. The clerks are meant to be for typing as well as for miscellaneous work. The posts may perhaps be sanctioned.

Menials. The two Servants are meant for the additional gazetted Officer asked for and have to be sanctioned if the gazetted post is to be sanctioned.

90 Other requirements

Sanction is solicited for the purchase of two new typewriters for the two circle Offices at Mysore and at Shimoga, at a cost of Rs 800/: These are necessary and may be sanctioned

91 Duty allowance. The Comptroller's suggestion that no duty allowance is necessary for the Officials of these circle Offices after their head-quarters are definitely fixed as one of the three places, is best reasonable and may be accepted. The discontinuance of the duty allowance now allowed

Local Audit circles

3690

Serial No.

to the Mysore Industrial and Local Audit staff should automatically follow. There seems no justification in Continuing the allowance to the present incumbents even as suggested by the Comptroller. This is however for orders.

9√ That Conveyance allowance now allowed to the Bangalore Auditors may be continued and that a similar Conveyance allowance be given to the Auditor in Mysore who goes for auditing the ~~Accounts~~ accounts of the Krishnarajendra Mills Ltd. may be accepted.

Travelling allowance.

93 That the Staff of the 3 Local Audit Circles be allowed the usual travelling Allowance for their tours outside their respective headquarters, may be accepted.

94 The Comptroller's proposals if accepted in toto will result in an average recurring extra cost of Rs 794/- per mensem and a non recurring expenditure of Rs 800/-

23.3.40 95 The main idea is that the scheme, while ensuring speedy &

NOTE—Contn. Sheet.

Local Audit Circles

GF File No. of 194 | General and Revenue Secretariat.

Serial No.

more efficient local ~~audit~~ outside audit should not result in extra cost to Govt. According to the recommendations of the previous Comptroller (now Fl. Secy) in paras 56-64, the extra cost, by the working of the scheme in Shimoga Centre in the first instance, would be only Rs 1284/- In para 65(b) it was suggested that even the extra Accounts Clerk should be found from the sanctioned staff of the Comptroller's office. If this could be done the extra cost would be converted into one of savings.

9b. The Comptr has asked for extra hands. The proposals of the Fl. Secy. in paras 69-72 have already been appd by the Dewan & Members of Council leaving no room for the addition of an Asstt. Comptr. The 3 Asstt. Comptrollers already available will have to be posted to the 3 Centres, at Shimoga, Bangalore & Mysore In the Central office, the work will have to be suitably re-distributed obviating the need for an additional Gazetted officer. It may be suggested in this connection that some of the routine work of the Asstt. Comptrollers may be attended to by the Senior Supdts.

Local Audit Centres

Serial No.

If the need for an extra Gazetted officer is not recognized, the question of extra menials does not arise

97 Perhaps ~~the question of allowing~~ one extra Accounts Clerk for each Centre or 3 for the 3 Centres may be enough for the present. This will be in consonance with the idea expressed in paras 60-61.

~~on para 14 of the P.W.D.~~

98 The non-recurring cost amounting to Rs 800/- for 2 typewriters may have to be sanctioned, if some spare machines cannot be found either in the Comptroller's Office or Secty.

99 The other proposals appear suitable subj. Refs para 72

Sd
24/3/40

The proposals sent up by the Comptroller are generally on the lines indicated by Govt. and may be approved except in regard to the additional staff asked for.

The intention of Govt. that that the 3 Asst. Comptrollers now in charge of the I.A.D, K.A.D, P.W. Inspections are to be posted to the 3 Circles

NOTE—Contn. Sheet.

and that no additional officer is necessary. The Comptroller, however, says that as the Asst. Comptr. I/C is also in charge of some general Sections he will have to be relieved of the latter, and further the Dy. Comptr. also will have to be relieved of some routine work and in view of these two factors an extra officer of the grade Rs 250-20-350 is necessary. If it is a fact that all the Asst. Comptrollers are at present taxed to their utmost limit, a case seems to be made out for the appointment of another Gazetted officer. The possibility of redistributing the extra work among the remaining officers may perhaps be examined and the question of an extra officer deferred for the present.

The Comptroller's views re: the work to be entrusted to the Dy Comptroller in his connection are identical with those of Govt & may be accepted. It was not at all the intention of Govt. that he should supervise the details of work done by other responsible gazetted officers and issue the reports or review them. He is only expected to Coordinate work and ensure expeditious despatch.

Local Audit Centres

General and Revenue Secretariat | G/F File No. 133 of 1935. | [App. F. III-2

Serial No.

He may be able to do his even with the help of the one I Grade Supdt. that the Comptroller is willing to spare out of the existing establishment. He may be allowed one extra Accountant if necessary.

In the net result, as against One Gazetted offr, 4 Accountants, 2 Accounts clerks & 2 menials asked for, it may be sufficient if only one Accountant and two Accounts clerks (also typists) are allowed.

The D.A.S may go as proposed. I do not see the need for continuance of the C.A of the men posted for work in the Bangalore City Municipality. ~~now for continue~~ If at all, C.A may be allowed to any officials who may have to go to work in offices situated away from the Cities e.g. Hebbal, K.R. Mills etc. In other cases it may be done away with even in the case of existing incumbents

(two typewriters also may be saved)

24/3

NOTE—Contn. Sheet.

Serial No.

With the rapid expansion of the activities of Government in the several branches and the highly centralised system of audit, it would not be possible for the Comptroller to arrange for speedy inspections of important institutions, and it is therefore considered necessary and desirable to decentralise the work, in order that inspections may be done more efficiently and effectively. The formation of Local audit circles at Bangalore, Mysore and Shimoga, has already been accepted by the Dewan and Members of Council. The Comptroller has now submitted detailed proposals to give effect to the above decentralisation. His proposals are well considered and may be approved, the arrangement being given effect to from 1st July 1940, and reviewed after two years.

He however proposes the entertainment of large extra staff. I do not think that such large staff are necessary, and under present financial conditions, it is not possible or desirable to permit such extra expenditure. He wants an additional Gazetted officer. This however does not appear to be absolutely necessary now. In connection with the revival of the system of issue of cheques in respect of preaudit bills, he has asked for a Gazetted officer, and the question of augmenting the Gazetted staff of the office may be deferred for consideration for the present, as the revival of cheque system had to be deferred, owing to the location of the Comptroller's office in three separate buildings. In this connection, we have to consider whether instead of appointing an extra Gazetted officer, we may not delegate to a senior superintendent some of

3690

Formation of Local audit circles

General and Revenue Secretariat. | File No. of 19 | [App. F. III-2

Serial No.

6835

MAR 27 1940
8846

SECOND MEMBER OF COUNCIL.
26 MAR 1940
No. 8260

the routine duties of the Gazetted officer, as has been ordered recently in the case of the Railway audit office. The Comptroller may examine the question further and submit proposals.

As regards subordinate establishment, he wants 4 Accountants, 2 Accounts clerks and 2 peons. When a Gazetted officer is not sanctioned, the sanction of additional menials does not arise. Against 4 Accountant and 2 Accounts clerks, we may sanction 2 Accountants and 2 Accounts clerks.

His proposals regarding the allowances and the purchase of two typewriters may also be approved.

Second Member — 26.3.40
First Member — 27.3.40
Dewan — 29/3/40

30-3-40.
Submitted D.S.N.
1.4.40

Submitted with a D.S.N.
Please put up typed draft
3/4

2.4.40.
A typed draft is put up
4/4

4.4.40.
D.S.N submitted
Dewan — 5.4.40

TYPING SECTION
GEN. & ... T.

NOTE-Contn. Sheet.

Submitted to His Highness.

The arrangements now obtaining in regard to the local and outside audit of the accounts of the several offices and institutions in the State conducted by the Comptroller's Office are briefly as follows:-

One Assistant Comptroller is in charge of the Local Audit group, another is in charge of the Industrial Audit (in addition to the charge of some sections of the Comptroller's Office) and a third is solely attending to the inspections of Public Works and Forest Divisions and Treasuries. All these officers have jurisdiction throughout the State.

With the rapid expansion of the activities of Government in several directions, it would not be possible for the Comptroller, under the present highly centralised system of audit to arrange for speedy inspection of important institutions, and it is, therefore, considered necessary and desirable to decentralise the work in order that inspection and audit work may be done more efficiently and effectively. In Madras and elsewhere, suitable circles have been formed at convenient centres and the introduction of a similar arrangement here will make available at all times a larger number of officers and officials to deal with all classes of local audit work instead of having water-tight compartments as at present. The Gazetted Officer posted to each circle will have a similar area to deal with and he will thus be able to conduct the inspections and to review the work of the audit staff more efficiently.

It is accordingly proposed to constitute three audit circles at Bangalore, Mysore and Shimoga, each circle being placed in charge of an Assistant Comptroller with an adequate audit staff working under him. The Deputy Comptroller in the central office will be required to exercise a general supervision over the work of these local audit circles so as to ensure efficient and uniform audit and prompt disposal of audit reports.

The Comptroller has requested that, with a view to enabling him to allocate an adequate establishment to cope satisfactorily with the work in the three circles, the following additional staff be sanctioned:-

One Gazetted Officer on Rs.250-20-350.
Four Accountants on Rs.60-10/2-100.
Two Accounts Clerks on Rs.30-5/2-60.
Two Peons on Rs.10-1/2-14.

As

Submitted to H. H. (contd.)

As under present financial conditions large additions to staff have to be avoided as far as possible, it is considered that an additional Gazetted officer would not be absolutely necessary now and that it would be sufficient if for the present the marginally noted additional establishment is sanctioned

2 Accountants.
2 Accounts Clerks.

This arrangement will be given effect to from the 1st July 1940 and reviewed after it has been in operation for two years.

The above proposals have been agreed to by the Members of Council and may be graciously approved.

Mirza M. Ismail

DEWAN

Bangalore,
5th April 1940.

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Proposals for the formation of Local Audit Circles in the Accounts Department.

Chief Secy
M
11-4-40

No. 665

Order.

~~KRW~~
9/4/40

MS
13.4.40

N.S.292 3690

General and Revenue
Secretariat.

SUBJECT:—

Proposals for the formation of Local Audit circles in the Accounts Deptt

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(*)

31. All urgent or confidential files returned with His Highness' orders may, in the absence of instructions or indications to the contrary, be ordinarily circulated to the Members of Council for perusal after the issue of orders.

33. The Secretaries concerned should see that orders in the cases referred to above are issued at once and that the files are returned immediately after to the Chief Secretary for circulation to the Members.

34. In all other cases, the files will first be circulated to the Members of Council at Headquarters and then sent to the Secretariat concerned for the issue of orders.

Circulated to Members of Council for perusal of His Highness' orders before/after issue of orders. (*Vide* *Rules 31, 33 and 34 of the Subsidiary Rules for the conduct of business of Council in the Manual of Council Rules and Procedure.)

Chief Secretary to Government.

Through the Secretary to Government,
Financial Department.

90 15/4

95-33
15-4-40

FIRST MEMBER OF COUNCIL. 15/4/40

9063
17.4.40

SECOND MEMBER OF COUNCIL. 17.4.40

Fin. Branch
17.4.40

NOTE.—Contn. sheet

WD 04642—GPB—500—23-10-39

3690
Local Audit Circles

General and Revenue Secretariat | File No. | of 194 | [App. F. III–2

Serial No.

A draft order is put up for approval.
18.4.40.

The Bangalore Local Auditors are getting a conveyance allowance of Rs 5/- : they get a Cst. of Rs 10/- p.m. while they work in Hebbal. The amount of Cst. to be allowed to the Auditor who goes to audit the accounts of S.K. Mills at Mysore has not been specifically mentioned. This may be fixed at Rs 5/- & this point in the draft G.O. to be added

19/4

Please put up fair draft
20/4

Fair draft put up.
22/4.

23/4

Sent by Issue I

24.4.40

No Fl. 6495-6 dt 27.4.1940 sanctions the formation of Audit Circles.

TYPING SECTION 22 APR. 1940 BEN. & MY. MOTT.

Present cost of living conditions

For order (Rs 5 or 10) Rs 5 with the knowledge of the Secretary
1/5

TYPING SECTION 24 APR. 1940 BEN. & MY. MOTT.

TYPING SE[CTION] 25 APR. 1940

Press Srs
4/5

NOTE—Contn. Sheet.

Appendix F G—1]

SUBJECT .....

.....

.....

Section G. 7

File No. 133-35

Serial No. 2

Diary No. of letter replied to .....

No. 4360

To

The Comptr.

General and Revenue Secretariat

( )

the *193*

Sir,

With reference to your letter No 562/Eo 3 1.11.35. I am directed to state that Govt do not consider it necessary to continue the Post of Asst. Comptr, Thana Quarantine Work beyond the end of Dec. 1935

Date of issue 26/11

Signed by ..... M'Rae

Thanks

22/11/35

WW 24/11

List of enclosures .....

Copied by .....

Examined by... .....

WD 01966—GPB—22,590—12-6-34

MK

G. 7 133-35-3

In reply please quote reference to No. Es. 715

FINANCIAL P 2488 12 DEC. 1935 GENL. & REV. SECTT.

OFFICE OF THE COMPTROLLER TO THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE,

Bangalore, dated 11th December *1935*.

FINANCIAL SECRETARY No.

FROM

A. N. RAGHAVACHAR, ESQ., M.A.,
Comptroller to the Government of His Highness the Maharaja of Mysore,
Bangalore.

To

S. Shamanna, Esq., B.A.,
Financial Secretary to Govt. of Mysore,
Bangalore.

SIR,

With reference to your letter No.Fl.4330-G.F.133-35-2 dated 26th November 1935 directing that Government do not consider it necessary to continue the post of Assistant Comptroller, K.R.S.Works beyond the end of December 1935, I have the honor to bring to the special notice of Government the fact that the work of my office has considerably increased of late during the last few years necessitating the employment of an additional Gazetted Officer. Excluding the temporary post of the Assistant Comptroller, K.R.S. now ordered to be abolished, I have at present, only seven officers, including Deputy Comptroller, two of whom are fully engaged on Local Audit and Inspection leaving but only five for the detailed supervision of the various sections in the main office. I attach herewith a list showing the present general distribution of the charges among the existing eight officers, and I find that even under the present arrangement, the work allotted to each officer is too heavy to enable him to devote adequate attention to the supervision over the sections under his charge. I have in the following paragraphs attempted to explain the reasons for my conclusions as indicating my review of the position.

2. It appears to me that, in 1933 when the requirements of my office in regard to the Gazetted Staff were examined by the Special Officer appointed by Government, due consideration has not been given to the following peculiar conditions obtaining in this office:-

(a)

(a) Unlike British India, the Gazetted Officer in charge of a Section here has to devote full attention to the detailed processes and items of audit and compilation work entrusted to the non-gazetted subordinates. A comparatively larger volume of work of a routine nature has therefore to pass through him.

(b) The position of this office is unique in regard to the very large volume of pre-audit work entrusted to it under the existing orders of Government. The average total number of bills subjected to pre-audit and therefore requiring a thorough review by the Gazetted Officers is over 2500 a month, and this work alone is much more than what a Gazetted Officer exclusively employed for this purpose can cope with.

(c) Several important items of work such as post-review of audit, review of broad-sheets of advances and special recoveries, review of outstanding objections, etc., have not been receiving adequate attention of the Gazetted Officers for want of time. The position has been disclosed by the present inspection, and I am making arrangements to enforce detailed gazetted supervision in these cases.

3. There has been in the recent past, a continuous increase in the work in the State Loan and the Pension Sections chiefly due to the floatation of new loans and the introduction of the scheme of commutation of pensions and compassionate gratuity: and this coupled with the audit of the accounts of Record of Rights, Government Book Depot and Military Department which have been recently added has contributed to appreciable increase of work to the Gazetted Officers. It is not possible to reduce gazetted supervision by delegating any portion of this work to the Superintendents, as the present superintending staff is also overworked and cannot take even a very small addition to its work.

4. With the addition of several new Industrial and Commercial Concerns, the revived Civil Courts audit including the local audit of Record of Rights, and the Forest Divisional Offices, Local Audit and Inspection work has now become too heavy for the three officers

two

two of whom are exclusively employed on this work. I find that the Assistant Comptroller in charge of the Public Works and Treasury Inspections is obliged to pay practically running visits to each treasury or division without being able to carry out a thorough or adequate inspection of all the offices in his programme, while the Officer in charge of Local and Outside Audit has scarcely sufficient time to attend to the audit of the numerous local bodies and other institutions entrusted to him. The Assistant Comptroller in charge of the Industrial Audit has little time left to devote to Inspection Work as he is fully occupied with the heavy work relating to the Industrial Audit, Establishment, and Record Sections in the Central Office. The Special Officer who is now inspecting my office has pointed out that more time should be allowed for local inspections as in British Indian Audit Offices, if these inspections are to be of definite value. Flying and perfunctory visits are more dangerous than no inspections at all since they lull every one into a false sense of security. The whole matter is being examined in detail and detailed proposals for strengthening Local Audit and Inspection will be submitted to Government in due course.

5. Ever since I took charge, I have felt that following the plan in British Indian Audit Offices, I should aim at placing all audit work under the general control of my Deputy to enable me to attend to higher Audit work and a systematic advisory work in connection with Railway and other Items of Audit, in addition to my regular charge of the Books, Budget and Resource and Special Sections and other ex-officio functions. I have not been able to do so as my Deputy is already overworked with the heavy charges under him and he has very little time left to deal with all general and important questions arising in the various audit sections and to exercise general control over local inspection work.

6. With the abolition of the temporary post of the Assistant Comptroller, K.R.S., I will be left with only five officers

Officers to manage the various sections in the main office and to inspect the Industrial Concerns and I fear that it will not be possible to arrange for efficient supervision with this very limited staff. It will also be difficult to complete the annual programme of local inspection and to meet occasional demands for special audits or surprise inspections. I have on hand the revision of the Mysore Account Code, Volume IV, which requires the assistance of a Gazetted Officer and I have to arrange very shortly for the compilation of manuals for audit sections. I would therefore request that the sanction of Government may be kindly obtained to the addition of a temporary post of an Assistant Comptroller to the sanctioned cadre. I shall, as soon as the present inspection is completed submit a detailed report after considering the several suggestions of the Special Officer on the subject.

I have the honor to be,
Sir,
Your most obedient servant,

Comptroller.

MSR

Distribution of work amongst Gazetted Officers in the Comptroller's Office

=====

(1) Deputy Comptroller ... Mr.B.S.Raghavendra Rao	T.A.D.Misc, W.A.D. Misc and T.A.D. A (i)
(2) Mr.V.S.Subba Rao ...	Industrial Audit Department, Establishment and Records including Library and Multigraph.
(3) Mr.B.V.Narayana Reddy ..	Gazetted Audit Department, Travelling Allowance and Miscellaneous Audit Departmen
(4) Mr. S.Raghavachar ...	State Loans, Savings Bank and State Provident Fund.
(5) Mr. P.Suryanarayana Setty ...	W.A.D.I., W.A.D. III, T.A.D.A(ii
(6) Mr. Y.Subramanyam ...	Local Audit Department.
(7) Mr. K.Srinivasa Murthy..	Pension, WAD/K.R.S. and TAD B i
(8) Mr. G.V.Srinivasa Iyengar ...	Public Works, Forest and Treasury Inspections.

H.V. Venkatarama Iyengar
for Comptroller 11-12-35

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

Read:-

Government Order No. Fl.9234-6/G.F.241-34-4 dated 25/26th June 1935 directing that the post of the Assistant Comptroller, Krishnarajasagara Works, be continued till the end of December 1935 and all work in arrears be completed before then.

2. Correspondence ending with letter No.Es.765 dated 11th December 1935 from the Comptroller, pointing out the need for an extra officer, and requesting sanction of Government to the addition of a temporary post of ~~an~~ Assistant Comptroller to the sanctioned cadre of his office.

Order No. 5424 F7 /35.35-4

Dated Bangalore, 30 December 1935.

Government direct that the Government of India Accountant, who is now examining the work of the Comptroller's office, be asked to review the work of the gazetted staff of the Comptroller's office and report as regards the need for an extra officer, and that, in the meanwhile, an extra Assistant Comptroller be entertained for six months from 1st January 1936, the cost being met by reappropriation of the sanctioned grants of the Comptroller's office.

M Shamanna

By Financial Secretary to Govt.

To

The Comptroller to Government

G.7. 133-35-4

Read--

1.G.O.No.Fl 9234-6 G F 241-34-4 dated 25/26th June 1935 directing that the post of the Assistant Comptroller, Krishnarajasagara Works, be continued till the end of December 1935 and all work in arrears be completed before then.

2.Correspondence ending with letter No.Es 765 dated 11th December 1935 from the Comptroller, pointing out the need for ~~the~~ an extra officer, and requesting sanction of Government to the ~~continuance~~ addition of ~~the~~ a temporary post of ~~an~~ Assistant Comptroller to the sanctioned cadre of his office.

Ord r No. 5721

Dated 24th December 1935.

39

Government direct that the Government of India Accountant, who is now examining the work of the Comptroller's office, be asked to review the work of the Gazetted staff of the Comptroller's office and report as regards the need for an extra officer, and that in the meanwhile ~~an~~ an extra Assistant Comptroller be entertained for six months from 1st January 1936, the cost being met by reappropriation of the sanctioned grants of the Comptroller's office.

24/12/35.

For Financial Secretary.

To 24-12-35

The Comptroller

copy to CA.

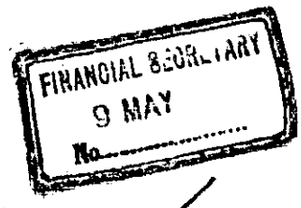
SK

G.2-133-35-5

In reply please quote reference to No. 1440/ES Rec. one. copy

OFFICE OF THE COMPTROLLER TO THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE,

Bangalore, dated 8th May *193* .



FROM

A. N. RAGHAVACHAR, ESQ., M.A.,
Comptroller to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

To

S. SHAMANNA, ESQ., B.A.,
Secretary to Government,
Financial Department,
BANGALORE.

SIR,

With reference to correspondence ending with my letter No.765/ES dated 11th December 1935 and Government Order Fl.5421/G.F.133-35-4 dated 30th December 1935 thereon, permitting the post of temporary Assistant Comptroller to be continued till the end of June 1936 pending submission of a report by the Special Officer of the Government of India on deputation here, I have the honour to submit herewith, in original, his report on the requirements of Gazetted staff for this office, and to state that his conclusions have practically reinforced the considered conclusions of my previous letter No.765/Es dated 11th December 35. It will be seen that unless the Gazetted staff attached to this office is permanently increased by the conversion of the temporary post into a permanent one, adequate supervision over the routine processes of audit work which has considerably expanded in recent years will be rendered practically infructuous.

I invite kind reference of Government to paras 3, 4 and 5 of the report of the Special Officer, which make it very clear that even with this temporary addition, our existing staff inclusive of the temporary appointment, is not at all in excess of requirements and that the full sanctioned programme of inspection cannot be kept up, with the result that the initial accounts of a number of offices will go unexamined by the Gazetted Officers of this department for long periods. Belated check in such

cases is worse than useless and will not bring to light well in time the irregularities that may happen, and they may go, in consequence, unnoticed for long periods. Even in regard to audit sections, in my office, of minor importance, such as Provident Fund, Savings Bank, etc., very close attention and systematic review by the Gazetted Officer are called for with a view to improve the quality of audit work and under the present distribution with eight officers the pressure of review and supervision work in regard to the major audit sections is too heavy for each of the Gazetted Officers.

3 If it is still the desire of Government that economies have to be secured by a reduction in the number of Gazetted Officers, this can be done only if the present rates of audit are largely relaxed, and the detailed audit procedures are much curtailed. I consider, however, that it is not desirable to do so in the present state of accounts in the departmental offices and the work done in the various sections of this office.

4 An effective control over normal processes of work and arrangements for non-accumulation of fresh arrears are urgently called for if the level of efficiency in work is not to suffer. In the space of 2 years that I have been in charge of this office I also find that there has been some discontentment in the subordinate grade, possibly because of the very limited prospects open to them, and my reserve of trained and experienced Superintendents is very low at present due to the heavy demands in connection with the expanding activities of Government in various directions which have gradually absorbed, outside my office, my best men. This factor makes it all the more necessary that the Gazetted supervision should not be relaxed. I therefore solicit sanction of Government to the permanent continuance of this post. (2)

5 As regards the special points raised by the Special Officer regarding the local audit and the creation of circles by entrusting the work to responsible superintendents of my office, the question

is receiving my earnest and close attention and suitable proposals that may be called for will be submitted in due course.

I have the honour to be,
Sir,
Your most obedient servant,

R.R

COMPTROLLER.

Local Audit Inspection memo No.68 dated 24th February 1936.

Local Audit Department.

The existing arrangements for conducting the local audit of the accounts of District Boards and Municipalities and the outside audit of Government offices require a thorough overhaul. The number of local bodies and Government offices included in the annual programme of local audit is too large for the existing staff to cope with, and the programme showing the movements of the audit staff and the Assistant Comptroller is not properly prepared. One set of men visit all the district boards, three sets tour over all districts to audit Municipal accounts and ~~the~~ two or/more three inspect departmental offices all of them moving through all districts. The Assistant Comptroller in charge very often visits a place in the absence of his staff and several Government offices are formally visited by him every year. While there is no doubt that the work is too heavy for one Gazetted officer, it seems possible to reduce the number of offices to be visited and the time taken by him in several cases. There is also considerable scope for reducing the work in regard to outside audit and for revising the tour programmes to avoid unnecessary movements.

2. As the detailed audit of the accounts of local bodies is entrusted to the audit staff (one accountant and one clerk), it is not necessary for the Gazetted officer to undertake a systematic detailed scrutiny of the accounts except in cases where any serious irregularity has been noticed and it is necessary to examine in detail the connected records with a view to establish the facts and to devise suitable remedies. The duty of the Gazetted Officer should ordinarily be confined to a general supervision of the work done by the staff by short periodical visits to the places where they are working and a formal inspection of the accounts of each local body whenever possible or where it is necessary to discuss important points on the spot. The detailed check now carried out by the Assistant Comptroller can be dispensed with if the audit staff is properly strengthened. The scope of audit and the responsibility of the audit staff

staff as well as the Gazetted Officer in charge may be clearly defined and set out in a suitable manual of local and outside audit, the portions of Mysore Account Code Volume IV Part 2 being suitably modified. Although the orders of Government required that the accounts of every local body should be inspected once a year, it is not necessary that the Gazetted Officer in charge should visit each local body.

3. The following suggestions may be placed before Government with a view to reduce all routine work and to make the local audi more efficient.

(a) The present staff of one accountant and one clerk (for each unit), cannot effectively deal with the accounts of a year and their status is too low to secure satisfactory results. It is absolutely necessary that each party should consist of one accountant and 2 clerks to enable them to make a thorough scrutiny of the accounts and to deal with the replies of the local bodies to audit objections. The status of the accountant should be that of a member of the subordinate accounts service with a minimum pay of Rs.120/- and we should have a separate cadre of such accountants to ensure a supply of trained men. If this is done it will be possible to make the accountant responsible for the efficiency of the annual audits and to reduce the more costly gazetted supervision.

(b) Three parties may be stationed at Bangalore, three more may be stationed at Mysore, and one party at the headquarters of each of the other six districts. The headquarters of all these twelve parties may be fixed and each party required to carry out the inspection and audit of all district boards, municipalities and Government offices. A quarterly or half yearly programme of work will be fixed for each party by the Gazetted Officer in charge and the work within the sphere of duty so distributed as to ensure that all the audits and inspections are completed within the year. The staff of 12 parties of three men each is the minimum absolutely necessary to enable the Comptroller to complete all the annual audits.

(c) The Gazetted Officer in charge of local and outside audit will be required to inspect the work of his staff by periodical visits and

and to deal with all the reports submitted by the staff visiting a place only when his staff is working there to ensure proper and adequate direction. Any detailed audit need not be undertaken by him as this will not be necessary and cannot also be done with the limited time at his disposal. His duty may be strictly confined to the items prescribed in Article 13 Mysore Account Code Volume IV Part II.

4 (a) The major Municipalities of Bangalore Mysore and Davangere and all the district boards may be visited by the Assistant Comptrolle every year, and all the other minor municipalities may be visited by him once in three years. Municipal High Schools, and Khadi centres need not be visited by the Gazetted officer at all unless in any exceptional case where a personal inspection of the accounts by him is considered necessary.

(b) Government offices, hospitals, agriculture offices and civil courts may be inspected by the Gazetted Officer once in two years. An annual inspection is certainly not necessary in these cases as the local audit of the initial accounts is only supplementary check to the central audit and the local audit is entrusted to a trained staff adequate to deal with all the accounts. The educational institutions and other smaller departmental offices need not be visited by the Gazetted officer. The general procedure adopted in British India in regard to local audit of departmental offices, is that a selected office of each department is inspected and that the results of the local audi are circulated to other offices. This suggestion may be put before Government.

(c) In the case of departments (such as Military, Agriculture etc.,) where there is considerable scope for systematic local audit in view of the extensive activities of the department, and the general condition of the departmental accounts it is desirable that a departmental accounts staff should be employed (a staff of one Gazetted Officer and a certain number of clerks) to undertake a systematic and continuous inspection of the accounts and to act as financial adviser to the department. This staff may relieve the Comptroller of all local inspections and apply a systematic detailed check over departmental receipts, the scope of the central audit being confined

confined to the expenditure audit and review of balances now done in the Comptroller's office. A departmental examiner of the initial accounts will be able to secure a closer touch with the ~~accounts~~ the various Offices of the department and the details check of the accounts) can be carried out more efficiently. While it is absolutely necessary that the Comptroller should be responsible for the statutory audit (audit on behalf of the P.A.Committee the legislature and the Executive Government) any internal or local audit of the departmental accounts cannot be satisfactorily undertaken by him even if a large staff of auditors is placed under him. I would strongly suggest that as an experiment, the new arrangement be tried in regard to the Military and Agriculture departments for two years.

Copy

D. Mahabaleshwar
Supd. Mahabaleshwar
as 17/10.

KR)

Inspn memo
No. 78
5-5-36

Report on the requirements of Gazetted Staff for the office of the Comptroller.

1. I have reviewed in detail the work of the Gazetted staff of this office, and I find that a minimum of eight officers is required for the detailed supervision of the work done in the various sections and for carrying out local inspections. There are at present eight officers (seven permanent and one temporary for six months) including the Deputy Comptroller; and two of these officers are fully engaged on inspection work leaving six officers for sectional charges. The scale of six officers for office work cannot be regarded as excessive, and it compares favourably with that allowed in British Indian Audit Offices. A statement (No. I) showing the actual distribution of work among the eight officers is attached. It will be seen therefrom that each of the six officers has been allotted full charge of at least three sections (the normal ~~scale~~ scale allowed in British Indian Audit Offices) and that the allotted work is rather too heavy to enable each officer to devote adequate attention.

2. There is no doubt that the volume of routine work and pre-audit work passing through a Gazetted Officer in this office is comparatively more than that entrusted to a Gazetted Officer in British Indian Audit Offices. We do extensive pre-audit here and a comparatively larger percentage of bills is paid at Bangalore than in the Presidency towns of British Indian Provinces; and quite a large number of bills payable outside Mysore are pre-audited in the Comptroller's Office. While the volume of work done in each audit unit or group as at present constituted is not in my opinion less than the work

done

done in the corresponding section in British Indian Audit Offices, each Gazetted Officer has to deal here with a greater variety of subjects than is ordinarily allotted to him in the latter offices.

3. The weak condition of the several sections in the office and the accumulation of arrears in some sections are due partly to want of close gazetted supervision, and it is found that several important items of work such as post-review of audit, scrutiny of the broadsheets of advances, and Special Recoveries and review of objection books and outstanding objections, etc., ~~have been~~ have not been receiving the full attention of the gazetted officers for want of time. A substantial addition to the work of each section appears to have been made during the last three or four years, and this condition is likely to remain permanent unless the relaxations recommended by me during inspection are adopted, and some appreciable relief is granted to the gazetted staff.

3. I have submitted two ~~statements~~ statements (Nos. II and III) showing the important items of work which a gazetted officer has to review in regard to a standard Treasury Audit or Works Audit section of six or seven audit units, and the statements show that a Gazetted Officer actually requires a total period of 10 or ≅ working days a month for the efficient supervision of one section.

In working out the minimum time required by a gazetted officer to examine each item of work, I have taken into account the various suggestions made during inspection for relaxing audit, improving its efficiency, and avoiding superfluous work, and the approximate time required has been assessed with due

regard

regard to the extent of scrutiny prescribed in the code rules and the conditions of work peculiar to this office). One works Audit section where the volume of review work allotted to a Gazetted Officer is the largest and one Treasury Audit section where such work is the smallest have been taken as standards, and the work in other sections which require personal attention of the Gazetted Officer may vary between these limits. It may be possible to entrust three sections to each officer if pre-audit is relaxed, but a minimum of six officers for office work would still be necessary as shown in the distribution statement (No. IV).

4. Local inspection work is at present too heavy for the two officers who are exclusively employed on this work. Please see Inspection Memoranda Nos. 69 and 70 (copies enclosed) which show that while it is possible for the Assistant Comptroller L.A.D. to complete his full programme every year, we want a minimum of two gazetted officers for the inspection of treasuries, public works and forest divisional offices excluding the local inspection of industrial concerns which is now carried out by the Assistant Comptroller in charge of the Establishment and Industrial Audit sections. I would strongly recommend that the last alternative proposal made by me in Inspection memo No. 70 be adopted as this will be the most economical arrangement, and we may not require more than two gazetted officers for all inspection work. Under the suggested arrangement, the Inspecting Officer will be able to carry out a fairly thorough inspection of the offices in his programme instead of the flying visits which he now pays to each office. It is desirable that the local inspection of smaller offices, subdivisions or taluq treasuries should be entrusted to a selected

senior

senior Superintendent who may be regarded as a Gazetted Officer for this purpose. I am of definite opinion that the present state of the accounts in departmental offices as reflected in the general results of audit do not allow any relaxation of local inspections by audit although such relaxation has been introduced in British Indian Audit Offices as a measure of economy. It has not been possible for audit to complete the full annual programme of inspection in the past for want of adequat staff, and the need for strengthening the arrangements for local inspection has thus become urgent.

5. I agree that the general reasons explained by the Comptroller in his report No.Es.765 dated 11th December 1935 to Government justify a permanent addition of one post of a Gazetted Officer to this office so that a minimum of six officers may be employed on office work in addition to the two officers required for local inspections.

It will be possible to carry on with eight officers provided pre-audit work is suitably reduced, and a systematic attempt is made by Gazetted Officers to avoid all superfluous work. All routine objections may be required to be finally passed by Superintendents who may also be delegated powers to sign specified classes of communications of a routine nature to all departmental officers. It is also desirable that, wherever possible, the issue of draft letters signed by the Gazetted Officer should be avoided, in cases where a memo signed by the Superintendent will serve the purpose - e.g., acknowledging receipt of documents furnishing copies of correspondence, communicating particulars of transactions, etc

6. The proposed distribution of work (statement IV) provides for a small amount of relief to the Comptroller

by

by entrusting all routine work of the 'Books and Budget Section' to a selected Assistant Comptroller as is done in British Indian Audit Offices. This seems to be absolutely necessary to enable him to devote some time to higher audit work and to deal with important cases pertaining to Railway Audit.

W. 5.5.36
S.O.

No. I.

Statement of Gazetted charges as it stood on 1-5-1936 in the main office.

1. Comptroller:	General supervision of office and other Ex-officio duties. Detailed supervision of work done in the Special Section, Book and Budget Section.
2. Deputy Comptroller:	Works Audit I, Forest Audit Section, Military Audit Section, T.A.D.B.II, and miscellaneous work pertaining to all audit sections.
3. Mr. P. Suryanarayana Setty:	Works Audit II, Works Audit III, T.A.D. A.II.
4. " B.V. Narayana Reddy:	Gazetted Audit, T.A. audit and Pay Branch, Miscellaneous Audit Section.
5. " K. Srinivasa Murthy:	T.A.D. A.I, T.A.D.B.I., Pension Section.
6. " S. Raghavachar:	State Loan Section, Savings Bank, and State Provident Fund.
7. " V.S. Subba Rao:	Establishment, Current and old Records, Industrial Audit Section Local inspection of Industrial concerns.
8. " Y. Subramanyam:	Local audit of the accounts of Municipalities, District Boards etc., and outside audit.
9. " G.V. Srinivasa Ayyangar:	Local inspection of Treasuries, Public works and Forest divisions.

Note:- Charges Nos. 2 and 5 are too heavy for a Gazetted Officer The Deputy Comptroller has to be relieved of the work relating to one section to afford him adequate time to devote to general and importat case work. The heaviness of charge No.5 is due to the addition of the Pension Section where a greater volume of the work passes through the Gazetted Officer who has to examine and attest every entry in almost all the audit records.

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No. II.

Statement of work required to be done by a Gazetted Officer for a standard Treasury Audit Section of 6 or 7 audit units showing the minimum time required for general supervision, inspection and review of audit for one month

Item or process of work.	Time in hours per month.
1. Pre-audit of bills (average number for each section - 300 bills) including old claims received for pre-audit and connected correspondence ~~standard~~ average time 5 minutes for each bill.	25 hours.
2. Post-Review of audit - one unit for a gazetted Officer in charge of three sections per month - as per allotment. Total time for one unit 12 hours.	4 hours.
3. Passing and disposal of objection memoranda, review of outstanding objections, inspection of Objection Book, and preparation of draft reports on irregularities.	10 hours.
4. Examination of the Scale Audit Registers, Register of contingent charges, Review of sanctions, and inspection of all miscellaneous Registers.	3 hours.
5. Review of classified abstracts of two treasuries and statements and returns of expenditure, Transfer entries, Inspection of Broadsheets, and Registers of Special Recoveries, Registers of Permanent advances.	12 hours.
6. Review of Annual establishment returns, Budget estimates, Review of Balances, and intersectional correspondence, 4 days for a year.	2 hours.
7. Inspection of sectional calendar, Progress report, report on outstandings, inspection of auditor's tables, etc	4 hours.
8. General correspondence including U.O. references.	10 hours.
Total time	70 hours.
or 11 2/3 days for each section.	

Notes:- 1. The time provided for each is the minimum for an efficient review by an experienced Gazetted Officer who has a thorough knowledge of rules and procedure. No extra time is allowed for unavoidable losses of office time on account of lunch, discussion with Comptroller and Superintendents, Casual leave, clearance of arrears etc.

2. The normal time required for a TAD. section on the basis

of

of the standards in British Indian Audit Offices is about 8 days in a month, and the extra time of ~~one or two~~ three days is necessitated by the comparatively larger volume of pre-audit work ~~entrusted to~~ and other routine work which pass through the Gazetted Officers in this office. More drafting work is done by Gazetted Officers here than in British Indian Audit Offices.

3. In regard to 'Pre-audit,' the Gazetted Officer has to review every bill completely and is fully occupied with this work during the last three or four days in every month. A fairly large number of supplemental bills is received and dealt throughout the other part of the month, and the time provided is the minimum time absolutely necessary.

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No. III.

Statement of work required to be done by a Gazetted Officer for a standard Works Audit Section (of 6 or 7 Public Works divisions) showing the minimum time required for general supervision, inspection and review of audit for one month.

Item or process of work.	Time in hours per month
1. Current review of six or seven monthly accounts including the examination of the Audit Note Objection statement, Work Audit Register, etc., at the average rate of 3 hours for a medium division.	18 hours.
2. Post-review of audit of one divisional account per month- complete ~~re-check~~ review of the work done by the auditor on the lines carried out by the Superintendent, including an examination of all the registers and audit records.- one unit for a S.O in charge of three sections - 12 hours.	4 hours.
3. Pre-audit of firms' bills payable outside Mysore; average two bills for each section per day or about 50 bills a month including connected correspondence.	4 hours.
4. Review of sanctions and orders, scrutiny of the entries in Parts II to V of the Work Audit Register, Register of Award statements, Register of Project Estimates, Register of Remittances, Broadsheets of Transfers, and all other broadsheets.	8 hours.
5. Disposal of Audit Notes, objection statements, and Special reports on outstanding objections for all the divisions.	8 hours.
6. Review of Balance Returns of stock, and Tools and Plant, Annual certificates of Balances, Rush of expenditure in June, Pro forma accounts of Irrigation works and Residential buildings, and Preparation of materials for the Audit Report. Total time for a year: 8 days or the average time for one month 8 x 6/12 hours.	4 hours.
7. Inspection of sectional calendar, reports on outstanding letters, progress reports, inspection of tables of auditors and inter-sectional correspondence.	4 hours.
8. Disposal of (6) inspection reports, Review of Balances, Budget Estimate and other returns and statistics, Total time for one year - 8 days.	4 hours.
9. General correspondence work including U.O. references.	10 hours.
Total time	64 hours.

or 10 2/3 days for each section.

Note:- The time provided for each is the minimum time based on

on the general standard of British Indian Audit Offices for an efficient review by an experienced Gazetted Officer who has a thorough knowledge of rules and procedure. No extra time is allowed for unavoidable losses of time on account of lunch, discussion with Comptroller and Superintendents, casual leave, clearance of arrears, etc.

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No. IV.

Proposed distribution of work among Gazetted Officers for approval of Government.

1. Comptroller:	General supervision of the office, and other ex-officio duties, Detailed supervision of the work of the Special Section and all important items of work in the Book and Budget Section.
2. Deputy Comptroller:	T.A.D.BII, (Misc), Forest and Military audit sections, General control over local inspections, All important cases of T.A.D. and W.A.D.
3. Assistant Comptroller, (Works Audit).	Work Audit sections I, II and III.
4. Assistant Comptroller, (T.A.D.)	T.A.D.A.I, A.II, and B.I, and half-yearly inspection of old records.
5. Assistant Comptroller, (G.A.D.).	G.A.D., T.A., (Pay Branch) and Pension Sections, Routine work of the Book and Budget section.
6. Assistant Comptroller, (Establishment)	Establishment and Records, Industrial audit and local inspection, Code corrections.
7. Assistant Comptroller, (Loans).	State Loan, Provident Fund, and S.B. Section and M.A.D.
8. Examiner - (L.A.D.)	Local audit of the accounts of all Municipalities, District Boards, and other funds, outside audit of all departmental offies.
9. Assistant Comptroller (Inspection).	Local inspection of all Treasuries, Public Works and Forest divisional offices.

Note:- The designation of each charge may be fixed on the model of British Indian Audit Offices so as to avoid frequent shuffling of sections for the purpose of distributing work and to make one officer responsible for the efficiency of work and co-ordination of procedure in each department of audit such as Works Audit, Treasury Audit, etc.

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Copy of Inspection Memo No. 69.

1. Staff requirements: The existing staff for local and outside audit consists of the following

6 accountants and six clerks for auditing municipal and district board accounts. One accountant and 2 clerks at headquarters for office work.

3 military auditors and one accountant for University audit 2 men for checking accounts of Record of Rights and one man for dealing with accounts of motor licenses, 5 accountants and one clerk for inspecting the departmental offices, hospitals and civil courts and two extra clerks for covering arrears as a temporary measure. Of these thirty posts, three are temporary posts and we have only 27 men to do the entire work. It has been found that the staff is not adequate and arrears have accumulated with the result that the Gazetted Officer in charge has not been able to complete all the annual audits.

I have recommended a minimum staff of 13 accountants and 26 clerks to form 13 parties each party consisting of one accountant and two clerks. One party will be at Bangalore to do the office work and 12 parties will be employed on actual audit and inspection work. It will not be necessary to provide a separate clerk as camp clerk to the Gazetted Officer although it may be open to the Officer in charge to take a clerk with him whenever he wants the assistance of a clerk. The proposals involve a permanent addition of 9 men, to the clerical staff and a small extra cost for raising the status of the accountants. Unless this minimum addition is made it will not be possible to carry out efficient local audit and to reduce gazetted supervision. It will be possible for the Gazetted Officer to supervise the work of these 39 men and to inspect the various local bodies and Government Offices periodically.

2. If the headquarters of each party is fixed, the expenditure on T.A. may be reduced, and it may also be possible to grant a suitable Fixed Travelling allowance to each party in lieu of the ordinary T.A. to simplify work as is done in Madras.

3. A list of offices showing the maximum period allowable to the Assistant Comptroller for the inspection of the various offices is attached and it will be observed that it is possible to manage with one Gazetted Officer provided Government accept our suggestion to increase the subordinate staff. The Assistant Comptroller may be required to frame his monthly or quarterly programme on this basis which may be adopted as a tentative arrangement and Government may be requested to sanction our proposal very early. No fixed provision for transit need be made, as the programme submitted by the Assistnt Comptroller may be examined by the Comptroller to see if in any case unnecessary joining time has been provided. Taking an average of 23 working days for a month (In British India we have 22 days but in Mysore the number of holidays is ~~much~~ less), the Gazetted Officer has got 276 working days 20 working days may be reserved to meet unavoidable overstayals or special inspections and the period may be utilised for normal work with the approval of the Comptroller.

Total number of working days to be adopted for framing the programme:	276
Reserve to be utilised by the A.C. as and when required	20
Net time available for all inspections	256
Maximum probable time for transit and stay at headquarters - average 5 days in a month. Where this period is likely to be exceeded, holidays may be availed of. No hard and fast rule is necessary.	60
Total time allotted for visiting the offices as per separate sheet.	196 days

The Assistant Comptroller may come to headquarters once in two months for a short stay, and all office work may be arranged to be sent to him by post as a regular feature

4.(a) It appears that no local audit of the Muzrai institutions is undertaken. The orders behind the discontinuance of the local audit may be examined to see whether it is not necessary to conduct a test-audit of the expenditure incurred by the institution from the grants made by Government. Audit of expenditure from grants made to local bodies or Muzrai institutions is an important

duty

duty and has to be carried out to see that the grant has actually been spent on the object for which it was intended to provide. This audit can be entrusted to the Local audit staff and their programme may provide for a test-check of the Muzrai accounts wherever necessary in addition to the general checks against sanctions (such as grants for works) now done in T.A.(Misc) section.

(b) The test-check of service books and leave accounts may be entrusted to the staff inspecting the treasury and P.W. divisions and the Assistant Comptroller in charge of the work may arrange to obtain the records from all the Government Offices pertaining to a district and check them at the district headquarters.

(c) It may also be considered why a detailed monthly audit of the accounts of the Improvement Trust should be undertaken in the W.A. section and if any audit fee should not be levied. The audit may in future be done locally, and the work may be entrusted to L.A.D. to relieve W.A.D. of this extra work.

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Time allotted for the inspection of local bodies and Government Offices.

Local Audit.	Time allowed.
Bangalore Municipality	8 working days.
Mysore "	8 ...
Davangere town "	4 ...
Other town and minor municipalities to be visited once in three years. 103/3 or 34 1/3 or 35. 2 days for each twon municipality and one day for a minor municipality	68 ...
Municipal high schools and Khadi centres no provision is necessary	
9 District Boards at 2 days for each	18 ...
Total	106 days.

P.T.O.

Outside audit:

22 hospitals - to be visited once in two years at one day for each and one extra day for the Victoria Hospital, Bangalore and K.R. Hospital at Mysore.	13 days.
21 Agriculture offices to be visited once in 2 years. Time for each office to be fixed by the A.C. subject to a maximum of	20 days in a year.
Central Jail Bangalore to be inspected every year.	3 days.
2 'stamps' offices and 4 press offices to be done every year 2 days for a large office and one day for a small office.	10 days.
5 garden offices, 8 district magistrate offices, 9 military offices, 34 courts to be visited once in 2 years at one day for each and some extra time for military offices	38 days (Maximum)
One University Office (3 days) and one Government House (3 days) to be visited every year.	6 days.
Other educational institutions or departmental offices need not be visited at all.	90 days.
Grand Total ...	196 days.

Copy of Inspection Memo No. 70. Local Inspections.

1. I have examined the requirements in regard to the inspection of tresuries, public works and forest divisional and subdivisional offices with reference to the office note and I have attached a final list of offices requiring inspection showing the maximum time required in each case. The list shows the complete data necessary for framing our final proposals to Government. The time allotted has been very closely estimated and may be adopted as a suitable model to enable the Inspecting Officer to make a thorough inspection of the various offices. Adequate reserve for transit, unavoidable overstayals and special inspections has also been provided.

2. The following points have been considered in framing the proposals:

(a) In regard to P.W. divisions, some extra time has been allowed for heavy divisions. This is necessary to enable the Inspecting Officer to make a fairly detailed test-audit of the large number of transactions and to examine the ~~vrious~~ various initial accounts. The time provides for all the additional or improved checks suggested during my inspection.

(b) It is not necessary that small offices (such as I.G. of Police), forest offices (Forest survey) taluq treasuries, sub-divisions and forest ranges should be personnally inspected by a Gazetted Officer. It is sufficient if a Superintendent with the necessary staff is entrusted with the work as is done in British Indian Audit Offices.

(c) The list shows in the second column, the time required in each case if the existing staff of one Gazetted Offieer and one Accountant is increased by one clerk. This increase is absolutely necessary to enable the Gazetted Officer to complete the inspection and if this is done, appreciable saving of work to the Gazetted Officer may be secured. I would recommend this arrangementfor adoption as it will be possible to complete inspection with an increased staff more quickly and to save unnecessary gazetted supervision over routine and petty items of work. It will also

be

be possible for the Gazetted Officer to control the work of two sets of men working in two offices if such an arrangement is introduced.

(d) The following offices have been omitted as it is not necessary to inspect them.

Chief and Superintending Engineer's Offices;
The two conservators' offices.

We may report to Government that no inspection need be done in these cases and any special inspection required at any time will be separately arranged for.

(e) I have provided a triennial inspection of the forest ranges and subdivisions and this seems to be the minimum that can be ~~safely~~ safely adopted. There are about 66 such offices and if we do the inspections less frequently, our inspection will not be much helpful to the department. The proposal may be got approved by Government. In the case of taluq treasuries also, we may do the inspection once in three years. Under the present arrangement of doing two taluq treasuries for each district in two years, it will take us 8 years to complete all taluq treasuries. This period is rather too long to render any local inspection useful. If Government accept our suggestion to do a triennial inspection of the taluq treasuries, we require more time and our programme will have to be revised suitably.

(b) As sandal Koties deal with specially valuable Government stores, I have provided that two selected koties should be inspected by the Gazetted Officer every year and that the inspection of the other six koties may be entrusted to a Superintendent. If the results of the Gazetted Officer's inspection are communicated to the Superintendent and a regular exchange of reports is arranged for, the requirements of audit will be fully met.

3. The Test-audit of service books and leave accounts has been transferred to the Assistant Comptroller in charge of P.W. Inspections as it is not desirable to entrust this work to the L.A.D. Officer who will be moving more frequently from place to place. Besides the party that visits treasuries and P.W. offices can deal with the work with much better results than the Local Audit party which inspects local ~~bodies~~ boards and Municipalities.

(b) It may also be considered if the inspection of the Mysore City Improvement

Improvement Trust Board should not be entrusted to the L.A.D. Although we have posted a Divisional Accountant to this office, it is not necessary to undertake either monthly audit of the accounts or to carry out local inspection. In any case, we may entrust the local inspection of this non-government institution to L.A.D. which deals with all local bodies.

4. The requirements of Gazetted and non-gazetted staff for all the inspections will be as follows:

(a) If the whole work is entrusted to a gazetted officer with one accountant as at present, the total time required for inspection will be (264 plus 180) 444 working days, and a minimum staff of two officers and 2 accountants will be required.

(b) If the work is entrusted to a gazetted officer with one accountant and one experienced clerk, i.e., if the strength of the existing staff is increased by one clerk, we require (188 plus 120) 300 working days and a staff of one Gazetted Officer with one accountant and one clerk for one year and 5 months. In other works in addition to the permanent increase of one clerk, one extra post of Gazetted Officer with two extra clerks will be necessary for five months every year. The temporary posts may be created for five months every year as is done in British Indian Audit Offices.

(c) If the work is divided between a Gazetted Officer and a Superintendent each with a staff of one accountant only, we require 264 days for the Gazetted Officer and 260 days for the Superintendent and an extra staff of one Gazetted Officer with one accountant for 2½ months and a superintendent with one accountant for 15 months will be required.

(d) If the work is divided between a Gazetted Officer and the Superintendent each with a staff of one accountant and one clerk, we require 188 days for the Gazetted Officer and 200 days for the Superintendent and the whole inspection may be completed within one year with the two parties. No extra gazetted officer will be necessary if a Superintendent with one accountant and 2 clerks is employed in addition. I recommend this last arrangement as the most economical and suitable one.

Time allotted for the inspection of treasuries, P.W. and Forest divisional offices and test-audit of service books and leave accounts.

Items requiring direct supervision by the Gazetted Officer:

Treasuries:	Number of days required for a party of one Gazetted Officer and One Accountant	Number of days required for a party of one Gazetted Officer and One Accountant and one clerk.
1. 8 treasuries to be inspected once in two years at 4 days for each treasury	16	12
2. P.W.Divisions:		
Bangalore, Mysore and Irwin Canal Division (3)	30	24
Buildings (Bangalore), Kolar, Tumkur, Shimoga, Kadur, Chitaldrug, Hassan, Water Supply, Bureau of Sanitary Engineering, K.R.S., City Improvement Trust (11)	88	66
B.A. Range, Mysore Headquarter Range, Anjanpur, Lower channels, S.L.A., Mandya (to be closed shortly). (To be distributed by the A.C. subject to a maximum of 5)	20	15
3. Forest Divisions.		
Bangalore, Mysore, Shimoga, Bhadravati and Sagar (5)	30	25
Kadur, Hassan, Kolar, Chitaldrug Tumkur, Creosote Plant (6)	30	24
Two selected Sandal Kotis (2)	6	6
4. Test-audit of service books and leave accounts at 8 district headquarters of offices other than those inspected.	24	16
Total number of working days in a year (average 23 days a month) 276	264	188
Reserve to be utilised by the Assistant Comptroller as and when necessary with prior approval of the Comptroller 12	264	
Maximum probable time for transit and stay at Head quarters - average 4 days in a month. Where this period is likely to be exceeded, holidays may be availed of. No hard and fast rule is necessary.	48	
Net time available for inspection	216 days.	

Part II.

Items which may be entrusted to a member of the S.A.S. with a staff of one or two assistants.

	One Accountant	One Accountant and one clerk
1. Treasuries:		
2 Taluq treasuries for each district to be done once in two years. (8)	24	16
2. P.W. Subdivisions.		
One sub division of each of the 14 divisions having sub divisions and the office of the I.G. of Police - to be inspected every year (15)	45	30
3. Forest Subdivisions, Ranges and Kotis.		
One office of forest survey, 6 sandal koties, 8 timber depots - to be done once in a year. (15)	45	30
4. 5 Forest subdivisions and 61 range offices - to be inspected once in three years: 66/3 ≑ (22)	66	44
	180	120
Reserve for exceptional cases and unavoidable overstayals to be utilised with the previous sanction of the Comptroller. Maximum probable time for transit and stay at Headquarters - average 4 or 5 days in a month - where this period is likely to be exceeded holidays may be availed of.	20	20
	60	60
	260	200

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OFFICE OF THE COMPTROLLER TO THE GOVERNMENT
OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

No. 1141/E.S. *Bangalore, dated* 16th February 1938.

FINANCIAL SECRETARY 17 FEB. 1938 GOVT OF MYSORE

From

A. N. RAGHAVACHAR, Esq., M.A.,
Comptroller to the Government of
His Highness the Maharaja of Mysore,
Bangalore.

To

Rajasevanipuna
S. Shamanna, Esq., B.A.,
Financial Secretary to Government,
BANGALORE.

Sir,

I have the honour to invite kind reference to my U.O.Note No. 453/E.S. dated 8th October 1936 in regard to the constitution of a Local Audit Circle at Shimoga in the first instance, and to request that sanction of Government may kindly be accorded very early as the scheme is calculated to improve the present system of local audit and inspections by securing better coordination and supervision of the work of all the auditors engaged on several kinds of local audit work.

I have the honour to be
Sir,
Your most obedient servant,

Comptroller.

Linked - 5150/H.

COMPTROLLER'S OFFICE 28 APR. 1938 BANGALORE.

KR)

G. R. S. App. F VI—G 2]

SUBJECT .....

.....

.....

Diary. No. of letter replied to.....

General and Revenue Secretariat

( )

the *193.*

Date of issue 13/8/36 193

Signed by M. C

May this be—

(i) printed?

(ii) treated as a standing order?

(iii) published in the Gazette, English Part?

(iv) translated?

(v) placed at the disposal of the press?

(vi) published in the Gazette, Kannada Part?

9m 12/8

Section G.F.

File No. 133-35

Serial No. 6

Proceedings of the Government of His Highness the Maharaja of Mysore.

Read— G.O No S 421/G.F. 133-35-4 & 30.12.35 directing that the work of the Assessed Staff of the Comptrs office be reviewed by the Govt of India Accountant & that in the meanwhile an additional Order thereon. No. Asst. Comptroller be entertained for six months from 1.1.36, the Cost being met by Reappropriation from the sanctioned Staff of the Comptrs office.

2) Letter No HH 1440/Es

Dy 8.5.36 from the Compte
forwarding the report of the Accountants
of the Govt. of India and requesting
sanction to the Accountants' recommendation
with the object of work
that the post of the Asst. Compte
sanctioned temporarily on the G.O. read above
be continued permanently, there existing
the permanent strength to several units
of the Asst. Compte Offices
Govt No. Fe 1670 dy. 13/8
Sanctioned

W
11/8 [illegible]
W

do the Compte.
Copy to CB.

[illegible]
11/8.

List of Enclosure

Copied by

Examined by

WD 12602—GPB—22,500—12-7-35

Appendix F G—1]

SUBJECT .....

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...

Section G.F.

File No. 133-35

Serial No. 7

Diary No. of letter replied to.....

No. F 1036

To

The Comptroller

F

Gi

General and Revenue Secretariat

( )

the *193* .

Subject Formation of Local Audit Circles.

Date of issue 22/8

I am directed to invite ~~Letter~~ reference to Correspondence ending with ~~No. A. R. Regn.~~ your office ~~Secret~~ D.O. No. G. No. 4553/Es dy 8.10.1936 on the subject, and ~~Requested~~ to state that it is desirable ~~that Circles if necessary~~ to that all possible steps should be taken to improve the efficiency of local & Audit audits, to secure as thorough an examination as possible of the initial cash & stores accounts in departmental offices ~~where~~ which would be more valuable than a mere voucher audit of expenditure in the Central offices with a view to achieve this objective, Govt. consider

Signed by Mr C.G.R

List of enclosures.....

Copied by .....

Examined by.....

~~Govt have decided to form Audit Circles~~ local

~~at convenient Centres, as far as~~ arrangements will make available at all times a larger number of officers & officials to deal with all classes of local audit, instead of the present water-tight Compartments.

By a proper adjustment & Coordination of the Charges of the Asst Comptr, L. A.D, Asst Comptr I A & D and the Inspecting officers of P. W & Forest Divs & Treasuries, it is possible to constitute Circles as stated above, and a Salaried officer may be posted to each Circle. We will have a smaller area to deal with & can conduct inspections and review the work of the Audit Staff more effectively.

Three ~~Circles~~ Local Audit Circles will be constituted now, at Bangalore, Mysore & Shimoga and an Asst Comptr posted to the Charge of each Circle.

The Dy Comptr, with the assistance of two senior Supdts recently sanctioned (one for I. A & D & another for L.A.D) may be required to supervise the work

that it would be advantageous to replace the present system of grouping of local audit work on the basis of items of work, by a system of division by districts of work on a geographical basis. For this purpose, the work relating to Local Audit, Industrial Audit, and Inspection of Public Works & Forest divisions & Treasuries, which is now being attended to by separate agencies each having jurisdiction throughout the State, will be brought under one common organization, i.e. all items of work in a specified local area being attended by the staff allotted to that area. It is suggested that for the

G. R. S. App. F. G. 3.

GENERAL AND REVENUE SECRETARIAT.

(Continuation sheet draft form.)

of these local audit circles to issue suitable instructions to secure efficient & uniform audit, prompt disposal of audit reports etc. To enable him to attend to this work, he may be relieved of a portion of the routine charge now entrusted to him.

I am accordingly directed to request you kindly to work out details on the foregoing lines and to submit suitable proposals regarding the distribution of work among the three circles by districts, redistribution of work among the Gazetted officers etc.

Yours etc.

The revised arrangements now proposed will make available at all times a larger number of officers and officials to deal with all classes of local audit, instead of having water-tight compartments as at present, and the Gazetted officer posted to each circle will have a smaller area to deal with & can be expected to conduct inspections & review the work of the audit staff more efficiently.

16/8

17.8.09

WD 08608—GPB—15,000—8-7-35

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

No. 91 1036 / G.T. 133-35-7

Dated, Bangalore, 18th August 1939~~0~~ 22

From

The *Financial Secretary to the Government of His Highness the Maharaja of Mysore.*

To

The Comptroller to Government,
Bangalore.

Sir,

Subject:- Formation of Local Audit Circles.

I am directed to invite reference to correspondence ending with your office unofficial Note No.453/Es. dated 8th October 1936 on the subject and to state that it is desirable that all possible steps should be taken to improve the efficiency of local and outside audits, to secure as continuous and thorough an examination as possible of the initial cash and stores accounts in departmental offices which would be more valuable than a mere voucher audit of expenditure in the central office. With a view to achieve this objective, Government consider that it would be advantageous to replace the present system of grouping of local audit work on the basis of items of work by a system of division of work by districts on a geographical basis. For this purpose, the work relating to local audit, industrial audit and inspection of Public Works and Forest Divisions and Treasuries which is now being attended to by separate agencies each having jurisdiction throughout the State, will be brought under one common organisation, all the items of work in a specified local area being attended to by the staff allotted to that area It is suggested that three local audit circles be constituted now, at Bangalore, Mysore and Shimoga and an Assistant Comptroller posted to the charge of each circle.

P.T.O.

The Deputy Comptroller, with the assistance of two senior Superintendents recently sanctioned (one for I.A.D. and another for L.A.D.) may be required to supervise the work of these local audit circles and to issue suitable instructions to secure efficient and uniform audit, prompt disposal of audit reports etc. To enable him to attend to this work, he may be relieved of a portion of the routine charge now entrusted to him.

The revised arrangements now proposed will make available at all times a larger number of officers and officials to deal with all classes of local audit, instead of having water-tight compartments as at present, and the GAzetted officer posted to each circle will have a smaller area to deal with and can be expected to conduct inspections and to review the work done by the Audit staff under his control more efficiently.

I am accordingly directed to request you kindly to work out details on the foregoing lines and to submit suitable proposals regarding the distribution of work among the three circles by districts, redistribution of work among the Gazetted officers etc.

I have the honour to be,

Sir,

Your most obedient servant,

Financial Secretary to Government.

S.

G. F. 133-35-8.

3690

OFFICE OF THE COMPTROLLER TO THE GOVERNMENT
OF HIS HIGHNESS THE MAHARAJA OF MYSORE

FINANCIAL BRN

No. 1223 ES *Bangalore, dated* 9th March 1940

15

From

M. VIRARAJA URS, Esqr., B.A., B.L.,
Comptroller to the Government of
His Highness the Maharaja of Mysore,
BANGALORE.

To

A. N. Raghavachar Esq., M.A.,
Financial Secretary to the
Government of Mysore,
Bangalore

Sir,

With reference to correspondence resting with your letter No.Fl.1036/GF 133-35-7 dated 22-8-39 in regard to the formation of three Local Audit Circles at Bangalore, Mysore and Shimoga, I have the honor to state that the question has been very carefully examined by me in consultation with the Deputy Comptroller and the Assistant Comptrollers in charge of Industrial Audit Department, Local Audit Department and Local Inspections and to submit the following detailed proposals for consideration of Government:-

Need for Constitution of Local Audit Circles.

2. I agree that it is desirable that all possible steps should be taken to improve the efficiency of all Local and Outside Audit so as to secure a continuous and thorough examination of the initial accounts in the Departmental Offices as expeditiously as possible. To secure this objective, the present system of grouping of Local and Outside Audit work which is on the basis of several kinds of audit conducted may, as directed, be replaced, by a system of Division of work by Districts formed into Circles on a geographical basis. All work relating to Local Audit, Industrial Audit and Inspection of P.W. and Forest Divisions and Treasuries, which is at present, being attended to by different agencies each having jurisdiction throughout the State may be brought under one common organisation so that all the items of work in a specified local area may be attended to by the staff allocated to that area. For this purpose, three local audit circles may be constituted at Bangalore, Mysore and Shimoga as suggested by Government.

Grouping of Districts into three Audit Circles

3. There are at present 9 Districts; but it is not desirable to allocate three Districts to each Circle merely on a geographical basis. Other factors have to be taken into account such as the number of major and minor institutions in each area and the relative importance and volume of transactions of the institutions coming under each group. Accordingly the following grouping appears suitable and may be adopted for the present. Each Circle will have approximately equal amount of work and the number of major and minor institutions coming under each group is also noted against each:-

Circle	Districts	No. of institutions Major	Minor	Total for each Circle Major	Minor
Bangalore Circle	i. Bangalore	56	13	80	16
	ii. Kolar	24	3		
Mysore "	i. Mysore	34	18	70	30
	ii. Mandya	17	7		
	iii. Hassan	19	5		
Shimoga "	i.Shimoga	26	8	82	17
	ii.Kadur	18	3		
	iii.Chitaldrug	20	3		
	iv.Tumkur	18	3		

If after some experience, any modification becomes necessary it may be considered later on.

Control of Circles

4. Each audit Circle may be placed in charge of an Assistant Comptroller and all review of audit work in respect of all kinds of institutions in his circle as also review ~~kx~~ of Inspection of P.W. and Forest Divisions and Treasuries in his Circle will be attended to by him. By having a smaller area to deal with, he can conduct inspections and review the audit work of his staff more efficiently. The annual programme of inspections can be completed without leaving any institutions in arrears.

5 The Deputy Comptroller may be entrusted with general supervision of and control over Local Audit work to secure uniform and efficient audit, he being relieved of a portion of his routine charge now entrusted to him.

Extent and scope of Deputy Comptroller's supervision and Control

6 At present all the Audit Reports relating to the

Local Audit Department, Industrial Audit Department and Public Works Inspections are issued by the Assistant Comptrollers concerned; and it is quite understandable that they should take the responsibility for these reports which are based on personal inspections conducted by them. But it would perhaps be too much to expect of the Deputy Comptroller to issue these reports without his satisfying himself about the accuracy of the facts brought to light in the reports. So far as the Industrial Audit Department institutions are concerned, the conditions and rules applicable to different industrial concerns are not the same in any 2 cases and consequently the supervision to be exercised by a higher officer over the work of an Assistant Comptroller appears to be very limited in scope being confined practically to correcting and editing the language of the reports. The Local Audit and Inspection Reports of Local Bodies, Municipalities and Government Offices are more or less of a routine nature except in rare cases in which special audits are undertaken and serious irregularities are brought to notice. Besides, the delay involved in the transmission of reports from the Assistant Comptrollers of the respective Circles to the Deputy Comptroller and retransmission from the Deputy Comptroller after review by him to the Assistant Comptrollers is bound to be considerable. Already there is very frequent delay in the issue of Inspection Reports etc and with this additional reviewing agency of the Deputy Comptroller, I am afraid there will be even more delay than at present. It appears to me, therefore, that it may not be necessary to entrust the Deputy Comptroller with the whole time duty of ~~reviwing~~ reviewing) and supervising the Inspection Reports of the Audit Circles. Serious irregularities, if any, brought to light in inspection reports and other general questions involving principles of accounting and audit may however be submitted to the Deputy Comptroller by the respective Assistant Comptrollers for his remarks and orders. He may also be entrusted with the duty of watching and expediting the progress of audit in the various Circles and keep the work current as far as possible.

Gazetted Staff

7. At present, only two officers - Assistant Comptroller, Local Audit and Assistant Comptroller, P.W. Inspection are exclusively on Inspection work. The third Assistant Comptroller who is, at present, reviewing the Local Audit of Industrial concerns is also in Gazetted charge of some Sections in the Central Office. If he is to be made available exclusively for one Local Audit Circle, he will have to be relieved of the charge of his Sections in the Central Office. Besides, the Deputy Comptroller will have also to be relieved of his routine charge to some extent to enable him to undertake general supervision work over Local Audit work. This involves additional work to the rest of the Gazetted staff. As it is, the Gazetted charges are already very heavy and are not susceptible of further work being added on. Therefore, an additional Gazetted Officer is very necessary and there has been consensus of opinion on the issue among the Gazetted Officers of this Department. Therefore one additional Assistant Comptroller in grade 250-20-350 may be sanctioned for this purpose.

Non-Gazetted Staff and Allocation to three Circles

8. The following is the strength of Non-Gazetted staff sanctioned for several kinds of Local Audit and inspections:-

Sl. No.	Departments	Superintendents 1st Gr.	Superintendents 2nd Gr	Accountants	Accounts Clerks
1.	Local Audit	1	1	15	11
2.	Inspection of P.W.Divisions Treasuries & Forest Divisions	-	-	1	-
3.	Industrial Audit				
	Mysore Group	1	-	3	-
	Bhadravati	-	1	1	-
	Bangalore	1	1	1	1
		3	3	21	12

9. Allocating the above staff on the general lines of the work for which they are sanctioned and on which they are now engaged the following will be the position:-

Name of Circle	No. of Institutions.		Superintendents		Accountants	Accounts Clerks	Total
	Major.	Minor.	1st Gr.	2nd Gr			
Bangalore -	80	16					
Bangalore City Municipal Audit ...					1	2	
Outside audit Civil(3)& Military(2)					5	-	
Record of Rights					1	1	
Industrial Audit			1	1	1	1	
Local Bodies					1	1	16
Mysore -	70	30					
Mysore City Municipal Audit					1	1	
Mysore University Audit				1			
Outside audit					1		
Local Bodies etc					2	2	
Industrial Audit			1		3		12
Shimoga -	82	17					
Industrial Audit				1	1		
Local Bodies etc					2	2	6
Total			2	3	19	10	34
Central Office					1	1	
Inspection Assistants to Assistant Comptrollers					1	1	~~5~~ 4
L.A.D. & P.W. Inspection ~~4~~ to Dy Comptr			1*				
Total			~~3~~ 2	3	21	12	~~39~~ 38

*vide para 10(iv) below.

10. After the constitution of the local audit circles, the staff allocated to each Circle will have to take up local audit of the accounts of all Government Institutions, Local Bodies and industrial concerns as also inspection of Treasuries and P.W. and Forest Divisions in their respective groups. The staff detailed below will not be able to take up any additional work beyond what has been allotted to them under the present groupings. The auditors sanctioned for the concurrent audit of the accounts of the Bangalore and Mysore City Municipalities, for example, will not be able to attend to any other items of work. Similarly, the Record of Rights Local Audit staff who have to take up the local audit of the accounts of Record of Rights in Taluks according to

programmes to be proposed by the Revenue Commissioner will not be able to take up any other work. The Mysore University Auditor will be in a similar case. The staff sanctioned for the local audit of the Industrial concerns in the three groups Mysore, Bangalore and Shimoga are already very heavily worked and in spite of continuous overwork and strenuous efforts on their part, it has not been possible for them to keep their local audit work current and proposals for augmenting its strength are already before Government. (Vide 1276/IAD dated 30-6-39 and 377/IAD dated 26-9-39) Owing ~~to~~ partly to the general expansion of the activities of Government Departments and Local Bodies and to the increase in the number of institutions subject to local audit, the Local Audit staff has also been found to be very inadequate to cope with the increased work. In regard to P.W. etc Inspections, one Accountant has been found insufficient and assistance is being asked by the Assistant Comptroller, P.W. Inspections for sometime past. For the foregoing reasons, it may not be possible for the staff allocated to each group to cope with all the work that would devolve on them by the constitution of Local Audit Circles. Therefore, the following additional staff is very necessary:-

(i) For Mysore Circle ... To cope with allround general increase of work and the additional work that would devolve on the staff by the constitution of Local Audit Circles	1 Accountant (60-10/2-100)
(ii) For Shimoga Group ... (a) Owing to the expansion of the activities of the Industrial concerns in the Bhadravati Group, an additional Accountant is necessary; in fact, help from lumpsum grant has been given continuously for over 8 months past, and an additional hand is absolutely necessary for the industrial audit work itself. Proposals for this additional hand have already been made to Government in letter No.1276/IAD dated 30-6-39.	1 Accountant (60-10/2-100)
(b) to cope with the general increase of work regarding audit of Government Departments & Local Bodies owing to constitution of Local Audit Circles.	1 Accountant (60-10/2-100)

iii) Government have directed that 2 1st Grade Superintendents may be set apart out of the existing staff to assist the Deputy Comptroller in his supervision work. As the volume of transactions and the financial interests involved in the Bangalore and Mysore Industrial concerns are comparatively very large it would not be desirable to withdraw any 1st Grade Superintendent from the charge of loca audit of major industrial concerns in Mysore and Bangalore. The requirement of the Deputy Comptroller would perhaps be met if a 1st Grade Superintendent and an Accountant are made available to assist him for review of inspection reports and supervision work. For this purpose, one 1st Grade Superintendent sanctioned for Local Audit work can be made available to him from the present sanctioned strength and the addition of an Accountant only is necessary — 1 Accountant (60-10/2-100)

(iv) Owing to all round expansion of the activities of Government Departments Local Bodies and Industrial concerns and the increase in the number of institutions subject to local audit, the work of typing Inspection and Audit Reports has also increased to a considerable extent. In spite of the best efforts of the Typing Section, it has not been possible to get through the typing work in time. Therefore,the strength of the Typing Section needs to be augmented by atleast two hands. Two Accounts Clerks may be sanctioned for this purpose together with 2 new typewriters for their use. These will be attached to the Assistant Comptrollers of Mysore and Shimoga Circles; they will not only do all the typing work relating to their respective groups but will also do the duties of receiving and despatching tappal and other Miscallaneous work relating to their Circles ... — 2 Accounts Clerks (30-5/2-60)

(v) For the additional Gazetted Officer asked for two menials - 1 Home Orderly and 1 Office orderly - are necessary — 2 Menials (10-1/2-14)

11. The Assistant Comptroller, P.W. Inspection has, at present an Accountant as his Inspection Assistant and Assistant Comptroller Local Audit Department has an Accounts Clerk as his Inspection Assistant. The third ~~Accounts~~ Assistant Comptroller who is proposed to be entrusted with charge of the third Circle, also needs an Accounts Clerk as his assistant but to keep down extra cost, the

Assistant required for him is proposed to be made available to him out of the staff of Bangalore Circle.

12. Thus the total additional staff (Non Gazetted) required is 4 Accountants, 2 Typist Miscellaneous Accounts Clerks and 2 Menials. This is the minimum Non-Gazetted staff that is required to give effect to the directions of Government and may be kindly sanctioned. Purchase of two new typewriters at a total cost of Rs.800/- may also be kindly sanctioned.

Duty Allowance to staff of Local Audit Circles

13. The Non-Gazetted staff stationed at Mysore are, at present, allowed 20 per cent Allowance subject to a maximum of Rs.30/-. Other Local auditors are getting only ordinary Travelling Allowance and ~~Duty~~ Daily Allowance. The Bangalore local auditors are getting Conveyance Allowance at Rs.5/-; Conveyance Allowance of Rs.10/- is allowed while they work in Hebbal area. On the last occasion, when the constitution of a local audit circle at Shimoga was proposed as an experimental measure, 20% Duty Allowance without any limitation was proposed to the Circle staff in U.O.No.453/ES dated 8-10-36. For tours outside their respective Headquarters, Travelling Allowance less 20% D.A was recommended. Extension of this concession to the 2nd Moffussil Group also will involve considerable extra cost. Besides, with the formation of three local audit circles, their respective Headquarters will have been partly fixed at Bangalore, Mysore and Shimoga. The staff will also be working under the immediate supervision and control of their respective Gazetted Officers and the need for a Duty Allowance ceases automatically. The staff of this Department working in Divisions whose duties ar in no way less responsible or less onerous are not getting any Duty Allowance. The discontinuance of the Duty Allowance at present allowed to the Mysore Local Audit staff which will only remove the present anomoly and which will accord uniform treatment to all outside staff is recommended. However, to obviate hardship to the present Mysore Industrial and Local Audit staff who are getting 20% Duty Allowance, it may be stipulated that the present incumbents who are in receipt of

Duty Allowance may continue to draw it till they are changed therefrom but for tours outside Mysore, they may be allowed ordinary D.A. and T.A. less 20% allowance as previously recommended

14. Conveyance allowance allowed to the Bangalore Auditors may be continued as the institutions to be audited are in distant parts of the City. The concession of granting Conveyance Allowance may be extended to the auditor who goes for Sri Krishnarajendra Mills audit in Mysore and if found necessary, the number of Conveyance Allowances sanctioned to the Mysore staff may be increased later on.

Travelling Allowance

15. The staff of the 3 Local Audit Circles may be allowed the usual Travelling Allowance for their tours outside their respective Headquarters.

16. I request approval of Government to the above proposals very early.

17. To sum up, one Gazetted Officer in grade (250-20-350) 4 Accountants in grade (60-10/2-100), 2 Accounts Clerks in grade (30-5/2-60) and two menials in grade (10-1/2-14) are required. Two typewriters for use of circle offices are also needed. The above proposals will involve an average recurring extra cost of Rs. 191/- ... per mensem and a non-recurring expenditure of Rs.800/-; necessary provision for both the recurring and non-recurring expenditure may be kindly allowed in next year's Budget.

I have the honor to be,
Sir,
Your most obedient servant,

M. Vinayaka Rao
Comptroller

CV/MD/13.3.40.

G.F. 133-35-9

8 Copies

Proceedings of the Govt.of His Highness the Maharaja of Mysore

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R e a d :-

Correspondence ending with letter from the Comptroller No.1223 Es. dated 15th March 1940 in the matter of formation of Local Audit Circles.

(Printed as annexure)

O R D E R NO. F 6495-6 & 27-4-40

Dated, Bangalore, the

Signed by Mr A N P

Under the arrangements now obtaining in regard to the Local and outside audit of the accounts of the several offices and institutions in the State conducted by the Comptroller's Office, one Assistant Comptroller is in charge of the Local audit group, another is in charge of the Industrial audit (in addition to the charge of some sections of the Comptroller's Office) and a third is solely attending to the inspections of Public Works and Forest Divisions and Treasuries, and all these officers have jurisdiction throughout the State. With the rapid expansion of the activities of Government in several directions it would not be possible for the Comptroller under the present highly centralised system of audit to arrange for speedy inspection of important institutions, and it is therefore considered necessary and desirable to decentralise the work in order that inspection and audit work may be done more efficiently and effectively. The Comptrol-

ler

has accordingly proposed the formation of three Audit Circles, one at Bangalore with jurisdiction over Bangalore and Kolar - Districts, the second at Mysore with jurisdiction over Mysore, Mandya and Hassan Districts and the third at Shimoga with jurisdiction over the remaining Districts of Shimoga, Kadur, Chitaldroog and Tumkur.

Government are pleased to approve of the constitution of three audit circles with the grouping of Districts and Institutions as proposed by the Comptroller. Each circle will be placed in charge of an Assistant Comptroller with an adequate audit staff working under him. The Deputy Comptroller in the Central Office will exercise a general supervision over the work of these Local Audit Circles so as to ensure efficient and uniform audit and prompt disposal of audit reports. The Comptroller has requested that with a view to enabling him to allocate an adequate establishment to cope satisfactorily with the work in the three circles, the marginally noted additional staff be sanctioned as also the purchase of two new typewriters at a total cost of Rs.800/-. In view of the desirability of avoiding large additions to staff under present financial conditions, Government consider that an additional Gazetted Officer need not be allowed at present . The Comptroller ~~will~~ may, however, examine the feasibility of delegating to a Senior Superintendent of his office ~~some of~~ the routine work of ~~the~~ a Gazetted Officer and submit suitable proposals for the consideration of Government. Sanction is accorded to the entertainment of two

One Gazetted Officer on Rs.250-20-350
Four Accountants on Rs.60-10/2-100
Two Accounts clerks on Rs.30-5/2-60
Two Peons on Rs.10-½-14.

additional accountants and two additional accounts clerks, as also to the purchase of two typewriters.

With the formation of these Audit Circles, the respective headquarters of the staff will be fixed at one of the three places viz. Bangalore, Mysore or Shimoga, and the need for the grant of Duty allowance now given to some ~~the staff~~ officers employed on this work will cease hereafter, and the same will be discontinued as a general rule. The staff of the Local Audit Circles will be allowed usual travelling allowance for their tours outside their respective headquarters. The Comptroller however, proposes that to obviate hardship to the present Mysore Industrial and Local audit staff, who are getting 20% of pay as duty allowance, the present incumbents may continue to draw the allowance till they are changed from their present charge ~~from~~ ~~here~~ but that for tours outside Mysore they may be allowed ordinary travelling allowance and Daily allowance less the duty allowance. He also proposes that the conveyance allowance now given to the Bangalore Auditors may be - continued at the present rates and that a similar concession be extended to the auditor who goes for audit of accounts of the Sri Krishnarajendra Mills at Mysore. These proposals are approved. The conveyance allowance to the Auditor of the accounts of Sri Krishnarajendra Mills will be fixed at Rs. Five per mensem.

The arrangements sanctioned above will be given effect to from 1st July 1940 and the results of their working reviewed after two years.

To Financial Secretary to Government.
" The Comptroller to Government.
" Superintendent, Government Printing for publication in Part I of the Gazette.

mk.

S. O.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

FINANCIAL DEPARTMENT.

G. O. No. Fl. 6495-6—G. F. 133-35-9, dated 27th April 1940.

Audit Circles.

Sanctions the constitution of ——

READ—

Correspondence ending with letter No. 1223—Es., dated 15th March 1940, from the Comptroller in the matter of formation of Local Audit Circles.

(Printed as annexure.)

ORDER No. FL. 6495-6—G. F. 133-35-9, DATED BANGALORE, THE 27TH APRIL 1940.

Under the arrangements now obtaining in regard to the local and outside audit of the accounts of the several offices and institutions in the State conducted by the Comptroller's Office, one Assistant Comptroller is in charge of the Local Audit group, another is in charge of the Industrial Audit (in addition to the charge of some sections of the Comptroller's Office) and a third is solely attending to the inspections of Public Works and Forest Divisions and Treasuries, and all these officers have jurisdiction throughout the State. With the rapid expansion of the activities of Government in several directions, it would not be possible for the Comptroller under the present highly centralised system of audit to arrange for speedy inspection of important institutions, and it is therefore considered necessary and desirable to decentralise the work in order that inspection and audit work may be done more efficiently and effectively. The Comptroller has accordingly proposed the formation of three Audit Circles, one at Bangalore with jurisdiction over Bangalore and Kolar Districts, the second at Mysore with jurisdiction over Mysore, Mandya and Hassan Districts, and the third at Shimoga with jurisdiction over the remaining districts of Shimoga, Kadur, Chitaldrug and Tumkur.

Government are pleased to approve of the constitution of three audit circles with the grouping of districts and institutions as proposed by the Comptroller. Each circle will be placed in charge of an Assistant Comptroller with an adequate audit staff working under him. The Deputy Comptroller in the Central Office will exercise a general supervision over the work of these local audit circles so as to ensure efficient and uniform audit and prompt disposal of audit reports. The Comptroller has requested that with a view to enabling him to allocate an adequate establishment to cope satisfactorily with the work in the three circles, the marginally noted additional staff be sanctioned as also the purchase of two new typewriters at a total cost of Rs. 800. In view of the desirability of avoiding large additions to staff under present financial conditions, Government consider that an additional Gazetted Officer need not be allowed at present. The Comptroller may, however, examine the feasibility of delegating to a Senior Superintendent of his office the routine work of a Gazetted Officer and submit suitable proposals for the consideration of Government. Sanction is accorded to the entertainment of two additional accountants and two additional accounts clerks, as also to the purchase of two typewriters.

One Gazetted Officer on Rs. 250—20—350.
Four Accountants on Rs. 60—10/2—100.
Two Accounts Clerks on Rs. 30—5/2—60.
Two Peons on Rs. 10—½—14.

With the formation of these audit circles, the respective headquarters of the staff will be fixed at one of the three places, *viz.*, Bangalore, Mysore or Shimoga, and the need for the grant of Duty Allowance now given to some officials employed on

this work will cease, and the same will be discontinued hereafter as a general rule. The staff of the local audit circles will be allowed usual travelling allowance for their tours outside their respective headquarters. The Comptroller, however, proposes that to obviate hardship to the present Mysore Industrial and Local Audit Staff, who are getting 20 per cent of pay as duty allowance, the present incumbents may continue to draw the allowance till they are changed from their present charges but that for tours outside Mysore they may be allowed ordinary travelling allowance and daily allowance less the duty allowance. He also proposes that the conveyance allowance now given to the Bangalore Auditors may be continued at the present rates and that a similar concession be extended to the auditor who goes for audit of accounts of the Sri Krishnarajendra Mills at Mysore. These proposals are approved. The conveyance allowance to the Auditor of the accounts of Sri Krishnarajendra Mills will be fixed at Rs. 5 per mensem.

The arrangements sanctioned above will be given effect to from 1st July 1940, and the results of their working reviewed after two years.

A. N. RAGHAVACHAR,
Secretary to Government,
Financial Department.

To—The Comptroller to Government.
The Compiler, *Mysore Gazette.*

Exd.—B. G. S.

No. Fl. 6495-6—G. F. 133-35-9, dated 27th April 1940.

ANNEXURE.

No. 1223—E.S.

Office of the Comptroller to the Government of His Highness the Maharaja of Mysore.

Bangalore, dated 9—15th March 1940.

From

M. VIRARAJA URS, Esq., B.A., B.L.,
Comptroller to the Government of His Highness the Maharaja of Mysore, Bangalore.

To

A. N. RAGHAVACHAR, Esq., M.A.,
Financial Secretary to the Government of Mysore, Bangalore.

Sir,

With reference to correspondence resting with your letter No. Fl. 1036—G. F. 133-35-7, dated 22nd August 1939, in regard to the formation of three Local Audit Circles at Bangalore, Mysore and Shimoga, I have the honour to state that the question has been very carefully examined by me in consultation with the Deputy Comptroller and the Assistant Comptrollers in charge of Industrial Audit, Department, Local Audit Department and Local Inspections and to submit the following detailed proposals for consideration of Government.

2. *Need for Constitution of Local Audit Circles.*—I agree that it is desirable that all possible steps should be taken to improve the efficiency of all Local and Outside Audit so as to secure a continuous and thorough examination of the initial accounts in the departmental offices as expeditiously as possible. To secure this objective, the present system of grouping of Local and Outside Audit work which is on the basis of several kinds of audit conducted may, as directed, be replaced by a system of division of work by Districts formed into circles on a geographical basis. All work relating to Local Audit, Industrial Audit and Inspection of Public Works and Forest Divisions and Treasuries, which is at present being attended to by different agencies, each having jurisidiction throughout the State may be brought under one common organisation so that all the items of work in a specified local area may be attended to by the staff allocated to that area. For this purpose, three Local Audit circles may be constituted at Bangalore, Mysore and Shimoga as suggested by Government.

3. *Grouping of Districts into three Audit Circles.*—There are at present nine Districts ; but it is not desirable to allocate three Districts to each Circle merely on a geographical basis. Other factors have to be taken into account such as the number of major and minor institutions in each area and the relative importance and volume of transactions of the institutions coming under each group. Accordingly, the following grouping appears suitable and may be adopted for the present. Each Circle will have approximately equal amount of work and the number of major and minor institutions coming under each group is also noted against each :—

Circle	Districts	No. of Institutions		Total for each Circle	
		Major	Minor	Major	Minor
Bangalore ...	(i) Bangalore ...	56	13	80	16
	(ii) Kolar ...	24	3		
Mysore ...	(i) Mysore ...	34	18	70	30
	(ii) Mandya ...	17	7		
	(iii) Hassan ...	19	5		
Shimoga ...	(i) Shimoga ...	26	8	82	17
	(ii) Kadur ...	18	3		
	(iii) Chitaldrug ...	20	3		
	(iv) Tumkur ...	13	3		

If after some experience, any modification becomes necessary it may be considered later on.

4. *Control of Circles.*—Each Audit Circle may be placed in charge of an Assistant Comptroller and all review of audit work in respect of all kinds of institutions in his Circle as also review of Inspection of Public Works and Forest Division and Treasuries in his Circle will be attended to by him. By having a smaller area to deal with, he can conduct inspections and review the audit work of his staff more efficiently. The annual programme of inspections can be completed without leaving any institutions in arrears.

5. The Deputy Comptroller may be entrusted with general supervision of and control over Local Audit work to secure uniform and efficient audit, he being relieved of a portion of his routine charge now entrusted to him.

6. *Extent and Scope of Deputy Comptroller's Supervision and Control.*—At present all the Audit Reports relating to the Local Audit Department, Industrial Audit Department and Public Works Inspections are issued by the Assistant Comptrollers concerned; and it is quite understandable that they should take the responsibility for these reports which are based on personal inspections conducted by them. But it would perhaps be too much to expect of the Deputy Comptroller to issue these reports without his satisfying himself about the accuracy of the facts brought to light in the reports. So far as the Industrial Audit Department institutions are concerned, the conditions and rules applicable to different industrial concerns are not the same in any two cases and consequently the supervision to be exercised by a higher officer over the work of an Assistant Comptroller appears to be very limited in scope being confined practically to correcting and editing the language of the reports. The Local Audit and Inspection Reports of Local Bodies, Municipalities and Government Offices are more or less of a routine nature except in rare cases in which special audits are undertaken and serious irregularities are brought to notice. Besides, the delay involved in the transmission of reports from the Assistant Comptrollers of the respective Circles to the Deputy Comptroller and retransmission from the Deputy Comptroller after review by him to the Assistant Comptrollers is bound to be considerable. Already there is very frequent delay in the issue of Inspection Reports, etc., and with this additional reviewing agency of the Deputy Comptroller, I am afraid there will be even more delay than at present. It appears to me, therefore, that it may not be necessary to entrust the Deputy Comptroller with the whole time duty of reviewing and supervising the Inspection Reports of the Audit Circles. Serious irregularities, if any, brought to light in inspection reports and other general questions involving principles of accounting and audit may however be submitted to the Deputy Comptroller by the respective Assistant Comptrollers for his remarks and orders. He may also be entrusted with the duty of watching and expediting the progress of audit in the various Circles and keep the work current as far as possible.

7. *Gazetted Staff.*—At present, only two officers—Assistant Comptroller, Local Audit, and Assistant Comptroller, Public Works Inspection, are exclusively on-Inspection Work. The third-Assistant Comptroller who is, at present, reviewing the Local Audit of Industrial Concerns is also in Gazetted charge of some Sections in the Central Office. If he is to be made available exclusively for one Local Audit Circle, he will have to be relieved of the charge of his Sections in the Central Office. Besides, the Deputy Comptroller will have also to be relieved of his routine charge to some extent to enable him to undertake general supervision work over Local Audit work. This involves additional work to the rest of the Gazetted Staff. As it is, the Gazetted charges are already very heavy and are not susceptible of further work being added on. Therefore, an additional Gazetted Officer is very necessary and there has been consensus of opinion on the issue among the Gazetted Officers of this Department. Therefore an additional Assistant Comptroller in grade Rs. 250—20—350 may be sanctioned for this purpose.

No. FL. 6495-6—G. F. 133-35-9, DATED 27TH APRIL 1940.

8. *Non-Gazetted Staff and Allocation to three Circles.*—The following is the strength of Non-Gazetted Staff sanctioned for several kinds of Local Audit and inspections :—

Sl. No.	Departments	Superintendents		Accountants	Accounts Clerks
		First grade	Second grade		
1	Local Audit ...	1	1	15	11
2	Inspection of Public Works Divisions and Treasuries and Forest Divisions.	...	...	1	...
3	Industrial Audit—				
	Mysore Group	1	...	3	...
	Bhadravati	...	1	1	...
	Bangalore	1	1	1	1
	Total ..	3	3	21	12

9. Allocating the above staff on the general lines of the work for which they are sanctioned and on which they are now engaged the following will be the position :—

Name of Circle	Number of Institutions		Superintendents		Accountants	Accounts Clerks	Total
	Major	Minor	First Grade	Second Grade			
BANGALORE ...	80	16	...	...	...	...	...
Bangalore City Municipal Audit ...	...	...	...	...	1	2	...
Outside Audit ...	...	...	...	...	...	...	...
Civil (3) and Military (2) ...	...	...	...	...	5	...	...
Record of Rights ...	...	...	...	...	1	1	...
Industrial Audit ...	...	..	1	1	1	1	...
Local Bodies ...	...	...	...	...	1	1	16
MYSORE ...	70	30	...	...	...	...	...
Mysore City Municipal Audit ...	...	...	...	...	1	1	...
Mysore University Audit ...	...	...	...	1	...	...	...
Outside Audit ...	...	...	...	...	1	...	...
Local Bodies, etc. ...	...	...	..	...	2	2	...
Industrial Audit ...	...	...	1	...	3	...	12
SHIMOGA ...	82	17	...	...	...		
Industrial Audit ...	...	...	...	1	1	...	...
Local Bodies, etc. ...	...	...	...	...	2	2	6
Total ...	...	...	2	3	19	10	34
Central Office ...	...	...	...	...	1	1	...
Inspection Assistants to Assistant Comptrollers ...	...	...	...	...	1	1	5
Local Audit Department and Public Works Inspection and to Deputy Comptroller ...	...	...	1*	...	...	...	...
Total ...	...	...	3	3	21	12	39

* *Vide* para 10 (iv) below.

10. After the constitution of the local audit circles, the staff allocated to each circle will have to take up local audit of the accounts of all Government institutions, local bodies and industrial concerns as also inspection of Treasuries and Public Works and Forest Divisions in their respective groups. The staff detailed

below will not be able to take up any additional work beyond what has been allotted to them under the present groupings. The auditors sanctioned for the concurrent audit of the accounts of the Bangalore and Mysore City Municipalities, for example, will not be able to attend to any other items of work. Similarly, the Record of Rights Local Audit staff who have to take up the local audit of the accounts of Record of Rights in taluks according to programmes to be proposed by the Revenue Commissioner will not be able to take up any other work. The Mysore University Auditor will be in a similar case. The staff sanctioned for the local audit of the Industrial Concerns in the three groups, Mysore, Bangalore and Shimoga are already very heavily worked and in spite of continuous overwork and strenuous efforts on their part, it has not been possible for them to keep their local audit work current and proposals for augmenting its strength are already before Government. (*Vide* No. 1276—I.A.D., dated 30th June 1939 and 377—I.A.D., dated 26th September 1939.) Owing partly to the general expansion of the activities of Government Departments and local bodies and to the increase in the number of institutions subject to local audit, the Local Audit Staff has also been found to be very inadequate to cope with the increased work. In regard to Public Works, etc., inspections, one Accountant has been found insufficient and assistance is being asked by the Assistant Comptroller, Public Works Inspections, for sometime past. For the foregoing reasons, it may not be possible for the staff allocated to each group to cope with all work that would devolve on them by the constitution of Local Audit Circles. Therefore, the following additional staff is very necessary :—

(*i*) *For Mysore Circle* :—

To cope with all round general increase of work and the additional work that would devolve on the staff by the constitution of Local Audit Circles ... One Accountant—(Rs. 60—10/2—100)

(*ii*) *For Shimoga Group* :—

(*a*) Owing to the expansion of the activities of the Industrial Concerns in the Bhadravati Group an additional Accountant is necessary; in fact, help from lumpsum grant has been given continuously for over eight months past and an additional hand is absolutely necessary for the Industrial audit work itself. Proposals for this additional hand have already been made to Government in letter No. 1276—I.A.D., dated 30th June 1939 ... ... One Accountant—(Rs. 60—10/2—100)

(*b*) To cope with the general increase of work regarding audit of Government Departments and Local Bodies owing to constitution of Local Audit Circles ... ... One Accountant—(Rs. 60—10/2—100)

(*iii*) Government have directed that two First Grade Superintendents may be set apart out of the existing staff to assist the Deputy Comptroller in his supervision work. As the volume of transactions and the financial interests involved in the Bangalore and Mysore Industrial Concerns are comparatively very large, it would not be desirable to withdraw any First Grade Superintendent from the charge of local audit of major industrial concerns in Mysore and Bangalore. The requirements of the Deputy Comptroller would perhaps be met if a First Grade Superintendent and an Accountant are made available to assist him for review of inspection reports and supervision work. For this purpose, one First Grade Superintendent sanctioned for local audit work can be made available to him from the present sanctioned strength and the addition of an Accountant only is necessary ... . One Accountant—(Rs. 60—10/2—100).

(*iv*) Owing to all round expansion of the activities of Government Departments, Local Bodies and Industrial Concerns and the increase in the number of institutions subject to local audit, the work of typing Inspection and Audit Reports has also increased to a considerable extent. In spite of the best efforts of the Typing Section, it has not been possible to get through the typing work in time. Therefore, the strength of the Typing Section needs to be augmented by at least two hands. Two Accounts Clerks may be sanctioned for this purpose together with two new typewriters for their use. These will be attached to the Assistant Comptrollers of Mysore and Shimoga Circles; they will not only do all the typing work relating to their respective groups but will also do the duties of receiving and despatching tappal and other miscellaneous work relating to their circles ... ... Two Accounts Clerks—(Rs. 30—5/2—60) each.

(*v*) For the additional Gazetted Officer asked for, two menials—one home orderly and one office orderly—are necessary ... ... Two Menials—(Rs. 10—1/2—14) each.

No. Fl. 6495-6—G. F. 133-35-9, dated 27th April 1940.

11. The Assistant Comptroller, Public Works Inspection, has, at present, an Accountant as his Inspection Assistant and the Assistant Comptroller, Local Audit Department, has an Accounts Clerk as his Inspection Assistant. The third Assistant Comptroller who is proposed to be entrusted with charge of the third circle also needs an Accounts Clerk as his Assistant but to keep down extra cost, the Assistant required for him is proposed to be made available to him out of the staff of Bangalore Circle.

12. Thus the total additional staff (non-gazetted) required is four Accountants, two Typist-Miscellaneous-Accounts-Clerks and two Menials. This is the minimum non-gazetted staff that is required to give effect to the directions of Government and may be kindly sanctioned. Purchase of two new typewriters at a total cost of Rs. 800 may also be kindly sanctioned.

13. *Duty Allowance to Staff of Local Audit Circles.*—The non-gazetted staff stationed at Mysore are, at present, allowed 20 per cent allowance subject to a maximum of Rs. 30. Other Local Auditors are getting only ordinary travelling allowance and daily allowance. The Bangalore Local Auditors are getting conveyance allowance at Rs. 5; conveyance allowance of Rs. 10 is allowed while they work in Hebbal area. On the last occasion, when the constitution of a local audit circle at Shimoga was proposed as an experimental measure, 20 per cent duty allowance without any limitation was proposed to the circle staff in U. O. No. 453, Es., dated 8th October 1936, for tours outside their respective headquarters travelling allowance less 20 per cent duty allowance was recommended. Extension of this concession to the second Moffusil Group also will involve considerable extra cost. Besides, with the formation of three local audit circles, their respective headquarters will have been partly fixed at Bangalore, Mysore and Shimoga. The staff will also be working under the immediate supervision and control of their respective gazetted officers and the need for a duty allowance ceases automatically. The staff of this department working in divisions whose duties are in no way less responsible or less onerous are not getting any duty allowance. The discontinuance of the duty allowance at present allowed to the Mysore Local Audit Staff which will only remove the present anomaly and which will accord uniform treatment to all outside staff is recommended. However, to obviate hardship to the present Mysore Industrial and Local Audit Staff who are getting 20 per cent duty allowance, it may be stipulated that the present incumbents who are in receipt of duty allowance may continue to draw it till they are changed therefrom but for tours outside Mysore, they may be allowed ordinary duty allowance and travelling allowance less 20 per cent duty allowance as previously recommended.

14. Conveyance allowance allowed to the Bangalore Auditors may be continued as the institutions to be audited are in distant parts of the city. The concession of granting conveyance allowance may be extended to the auditor who goes for Sri Krishnarajendra Mills audit in Mysore and if found necessary, the number of conveyance allowances sanctioned to the Mysore staff may be increased later on.

Travelling Allowance.

15. The staff of the three local audit circles may be allowed the usual travelling allowance for their tours outside their respective headquarters.

16. I request approval of Government to the above proposals very early.

17. To sum up. one gazetted officer in grade (Rs. 250—20—350), four Accountants in grade (Rs. 60—10/2—100), two Accounts Clerks in grade (Rs. 30—5/2—60) and two menials in grade (Rs. 10—1/2—14) are required. Two typewriters for use of Circle Offices are also needed. The above proposals will involve an average recurring extra cost of Rs. 797 per mensem and a non-recurring expenditure of Rs. 800; necessary provision for both the recurring and non-recurring expenditure may be kindly allowed in next year's budget.

I have the honour to be,
Sir,
Your most obedient servant,
M. VIRARAJA URS,
Comptroller.

WD 3709—GPS—520—14-5-40